

**Request For Proposals  
for  
Seniors Housing Development  
at the Resort Village of Candle Lake**



March 14, 2024

**RFP Closing Time: Friday June 28/24 at 4pm.**

**Delivery Address:**

Resort Village of Candle Lake  
#20 Hwy 265, Box 114  
Candle Lake, SK, S0J 3E0  
**cao@candlelake.ca**

**Contact Person for Questions:**

Alan Wallace, Planning Director, Wallace Insights  
on behalf of the Resort Village of Candle Lake.

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# **1 INTRODUCTION**

## **1.1 Purpose of this Request for Proposal**

The purpose of this Request for Proposals (RFP) is to invite selected Proponents to prepare and submit competitive proposals to develop and construct housing designed for Seniors (aged 55+) at the Resort Village of Candle Lake. Based on a Housing Needs and Demand Assessment (see **Attachment 1**), the Resort Village is facilitating a competitive Request for Proposal process which will lead to the selection of a builder, or builders, who will take over the ownership, development, construction, and marketing of units designed for the intended demographic. This RFP is by invitation only to the selected builders who participated in the Expression of Interest (EOI).

## **1.2 Eligibility to Participate in this RFP**

Only the builders selected from the EOI process may submit a Proposal to this RFP. Proponents may be corporations, cooperatives, joint ventures, partnerships, associations, sole proprietorships, or any other legal entity eligible to conduct business within the Province of Saskatchewan.

# **2 THE PROJECT**

## **2.1 Scope of the Successful Proponent's Responsibility**

This RFP and the Proposals submitted by the Proponent(s) will form the basis for a Sale Agreement between the Resort Village of Candle Lake and the Proponent, if successful. The mandatory responsibilities of the Successful Proponent are summarized as follows:

- Enter into an agreement to purchase land identified for this project (the land identified for this development is currently owned by the Resort Village of Candle Lake – see Section 4), subject to conditions specified in the Sale Agreement to ensure the intended housing is constructed in a timely fashion and offered to the intended demographic.
- Design, develop and construct housing units which will appeal and meet the needs of healthy, independent seniors who wish to own, rent, or lease a new dwelling at Candle Lake. This includes all site development and amenities which appeal to seniors.
- Design and construct units to meet regulatory and permit requirements (National Building Code).
- Market the units to the intended target demographic.
- Assume all control, risk, management and ownership of the project from start to finish.

## **2.2 Personal Services**

The Housing Needs and Demand Assessment (Attachment 1) included many comments from respondents who desired some support services (personal services) to be available with the new development. This included such things as site maintenance, snow clearing, transportation, health services, etc. Proponents may include these additional personal services in their proposal but are not required to do so for successful submission.

PLEASE NOTE: no additional points will be awarded for proposals that include additional personal services.

## 2.3 Sale Agreement

The Resort Village and the Successful Proponent(s) will enter into a Sale Agreement for the provision of the intended development on land currently owned by the Resort Village. The Sale Agreement will set out the terms and conditions applicable to the Project. The following are some of the key conditions that the Resort Village anticipates will be included in the Agreement:

**Term:** The term of the Agreement will be until substantial completion of the project or maximum of three (3) years, whichever comes first, with provision for extension.

**Substantial Completion:** This shall mean completion up to final inspection of all dwelling units identified in the proposal submission.

**Incentives:** The Resort Village is offering the Successful Proponent(s) significant incentives which are based on performance (see Section 4).

**Insurance:** The Successful Proponent will be responsible for all required insurance which is standard in the construction industry and for the development of this type of housing.

**Clawback Provisions:** The Sale Agreement will contain performance clauses and clawback provisions in the event that the development does not proceed in a timely manner or substantially deviates from the Preferred Project as set out in the Sale Agreement.

**Transfer of Title:** Transfer of Title to the successful proponent (owner) will occur immediately upon meeting the requirements specified in the Sale Agreement.

## 3 PROCUREMENT PROCESS

### 3.1 Estimated Timeline

The following is the Resort Village's estimated timeline for the Project:

<b>Activity</b>	<b>Timeline</b>
RFP Issued	March 21, 2024
Introductory Project Meeting (online)	To be Scheduled Between March 25 and April 4, 2024
Closing Date for Email Enquiries	<b>April 19, 2024</b>
RFP Closing Time	<b>June 28, 2024, 4:00 p.m. CST</b>
Selection of Preferred Proponent	July 11 2024
Sale Agreement	August 1, 2024
Rezoning & Subdivision (by Resort Village)	Fall 2024 – Winter 2025
Construction Start	Spring 2025*
Substantial Completion	Spring 2028 (36 months from construction start date – with provisions for extension; individual phases may be completed sooner).

\*The Resort Village will use all means to ensure the land is ready for construction by Spring 2025. However, some approvals may be beyond the control of the Resort Village. This estimated timeline is subject to change at the sole discretion of the Resort Village.

### **3.2 Introductory Project Meeting**

The Resort Village intends to hold an Introductory Project Meeting upon distribution of the RFP to allow the selected Proponents to ask questions and get clarification on any matters related to this project. The meeting will be held via Teams or Zoom. Attendance will not be mandatory. Minutes will not be prepared or circulated, but meeting will be recorded. The meeting will be facilitated by Wallace Insights.

Any issues arising that require clarification will be included in this RFP by way of Addendum issued to the selected proponents. Any statements made by the Resort Village or any of their respective advisors or representatives at the Introductory Project Meeting shall not and will not be relied upon in any way by the Proponents, except as included in this RFP by way of Addendum.

### **3.3 Inquiries**

All Inquiries and communications regarding any aspect of this RFP should be directed to the Contact Person by email no later than **April 19, 2024**. The following applies to any Inquiry:

- a) responses to an Inquiry will be in writing;
- b) all Inquiries, and all responses to Inquiries from the Contact Person, will be recorded by the Resort Village;
- c) the Resort Village is not required to provide a response to any Inquiry;
- d) a Proponent may request that a response to an Inquiry be kept confidential by clearly marking the Inquiry “In Confidence” if the Proponent considers the Inquiry to be a matter of proprietary commercial interest;
- e) if the Resort Village decides that an Inquiry marked “In Confidence”, or the Resort Village’s response to such an Inquiry, must be distributed to all Proponents, then the Resort Village will permit the inquirer to withdraw the Inquiry rather than receive a response and if the Proponent does not withdraw the Inquiry, then the Resort Village may provide its response to all Proponents;
- f) notwithstanding Section 3.3(d) and 3.3(e):
  - i. if one or more other Proponents submits an Inquiry on the same or similar topic to an Inquiry previously submitted by another Proponent as “In Confidence”, the Resort Village may provide a response to such Inquiry to all Proponents; and
  - ii. if the Resort Village determines there is any matter which should be brought to the attention of all Proponents, whether or not such matter was the subject of an Inquiry, including an Inquiry marked “In Confidence”, the Resort Village may, in its discretion, distribute the Inquiry, response or information with respect to such matter to all Proponents.

Information offered from sources other than the Contact Person with regard to this RFP is not official, may be inaccurate, and should not be relied on in any way, by any person for any purpose.

### **3.4 Addenda**

The Resort Village may, in its absolute discretion through the Contact Person, amend this RFP at any time by issuing a written Addendum. Written Addenda are the only means of amending or clarifying this RFP, and no other form of communication whether written or oral, including written responses to Inquiries as provided by Section 3.3, will be included in, or in any way amend, this RFP. Only the Contact Person is authorized to amend or clarify this RFP by issuing an Addendum. No other employee or agent of the Resort Village is authorized to amend or clarify this RFP. The Resort Village will provide a copy of all Addenda to all Proponents.

### 3.5 Website Provision of Information

The Resort Village has established a website and may be used for accessing information about the Resort Village. The Resort Village does not make any representation as to the relevance, accuracy, or completeness of any of the information available via the website.

## 4 LAND AND INCENTIVES

### 4.1 Location and Existing Condition of Land

The land area for this project has been tentatively identified as all lots numbered 22 – 45 located on Sunset Way, as shown below. The Resort Village currently owns all 24 of the subdivided residential lots. The lots are located across from the Community and Recreation Centre (west side of Highway 265).



There are a total of 24 land parcels including one Municipal Reserve parcel available for this development. The single family lots are approximately 9,000ft<sup>2</sup> in area (0.21 ac.). A complete list of properties with dimensions is included in **Attachment 2**. The land is currently zoned R1 Low Density Residential District and would require rezoning and subdivision to allow for dwelling groups and multiple unit dwellings. For example purposes only, a 2.73-acre site is shown above. A proposal may include both single family dwellings and/or multiple unit dwellings. Rezoning and subdivision would only be required for multiple unit dwellings. Single unit dwellings are already permitted on lots 22 to 45. Subdivision or consolidation of any of the existing lots or adjacent municipal reserve may be considered.

**Upon selection of the preferred proposal, the Resort Village will rezone and re-subdivide the necessary land to accommodate any multiple unit dwellings. This is anticipated to take 4-6 months to complete. All costs for rezoning and subdivision approval will be picked up by the Resort Village.**

The existing conditions of the land and a ballpark estimate of land value are provided below:

- The lots are currently subdivided for single family dwellings but can be consolidated, or a new subdivision proposed.
- The lots are currently zoned for single family dwellings (R1), but the Resort Village will consider rezoning to accommodate multiple unit dwellings.
- The lots are currently serviced with gas and electrical configured for the current subdivision.
- The Resort Village does not operate a communal water or sewer system, common self-contained water wells or holding tanks and septic tanks are the norm.
- The Resort Village would consider servicing the development with a communal potable water system for a fee.
- The lots are currently predominately uncleared forested land.
- A Phase 1 ESA Report is not available. The Resort Village will provide any historical records it has to identify previous use of the land.
- For planning purposes only, the Resort Village estimates the land value to be approximately \$6/ft<sup>2</sup>.

#### 4.2 Performance Based

The Resort Village has approved the use of incentives to be offered for this project. The incentives are performance-based meaning that the value of the incentive increases if the builder meets important goals as indicated in the next section.

#### 4.3 Incentives

The Resort Village will offer the following types of incentives which will be included in the Sale Agreement.

- a) **Property Tax Exemption** – a property tax exemption is offered according to the type of units constructed.
  - i. All units: 3-year exemption of all property tax.
  - ii. Purpose-Built Units for Rent: 5-year exemption of all property tax.

The purpose-built units for rent must be offered as rental units for a minimum period of five years upon completion. The Property Tax Exemption will commence in the next taxation year after completion of the dwellings.

- b) **Land Sale Rebate** – a rebate on the market value of the land identified for purchase is offered according to the number of units constructed.
  - i. Up to 10 units: 25% discount on market value.
  - ii. 10 to 20 units: 50% discount on market value.
  - iii. > 20 units: 75% discount on market value.

The Land Sale Rebate will be provided upon substantial completion of units.

- c) **Rezoning and Subdivision Costs** – the RV will assume all costs associated with rezoning and re-subdivision of land to accommodate multiple unit dwellings.



## 5 PROPOSAL REQUIREMENTS

### 5.1 Proposal Format and Content

All proposals shall contain the following:

- Transmittal (Cover Letter)
- Declaration of Conflict of Interest (Appendix B)
- Mandatory Information (described below)

#### **Mandatory Information:**

- a. **Detailed Description of the Project** (the following is not an exhaustive list). The proponent should describe the project in the same way it would be described to a potential buyer. The description should include how the units appeal and meet the needs of a consumer aged 55+, the form of tenure (ownership, rental, life lease, etc.), the amenities proposed inside the units and upon the site. It should include when construction is anticipated to start and anticipated completion, the design of the development and thinking that went into how the units will appeal to seniors. Describe the style of development and format of the dwellings. Although the units may be marketed widely, it is important that seniors residing at Candle Lake have some priority and be made aware of this opportunity early in the development. The proponent should describe how they intend to market the units to existing senior residents of Candle Lake.

The description should include the amount of land area necessary for the project and the format of the dwellings. This may include:

- a proposal which only offers single family dwellings;
- a proposal which only includes multiple unit dwellings; or
- a proposal which offers some single family and multiple unit dwellings.

Proponents should describe how the project will be developed – as a single phase or multiple phases.

- b. **Scaled Site Plan** showing:
- i. lot layouts (if applicable)
  - ii. all dimensions
  - iii. building footprints
  - iv. setbacks from property lines
  - v. site amenities
  - vi. common interior amenities
  - vii. location of parking (enclosed parking is an expectation for residents/owners; visitor parking may be provided without enclosure)
  - viii. landscaping and lighting
  - ix. location of waste and recycling
  - x. location of access and egress
  - xi. pedestrian circulation (if applicable)
  - xii. composition of dwellings (single, multiple unit dwellings or both)
  - xiii. phasing sequence – (if applicable) the site plan may include a phasing sequence. The phasing sequence should clearly indicate the location and number of units to be constructed per phase and what elements of the site will be developed per phase.

- c. **Building Elevation Plans.** Front, side, and rear elevations must be illustrated. Building heights from grade level shall be included. The Resort Village wishes to ensure that this development adds value to the community and is looking for an attractive development from a design perspective. These elevation plans should show colour and materials of exterior treatments.
- d. **Dwelling Unit Specifications.** Include information about the dwellings such as energy efficiency features, accessibility, appliances included, HVAC system, quality of finishes, floor areas of individual units, number of rooms, access to parking, etc. Scaled floor plans are expected.
- e. **Financial Capacity.** Please include a letter from a registered financial institution verifying that your company has the financial capacity and resources to undertake the project as proposed. There is no score allocated for this requirement. If the letter is not provided, the proposal will not be reviewed.

The amount of detail provided should be sufficient to give the Resort Village confidence that the project will appeal to seniors, add value to the community, and enable the execution of a land sale agreement. Each proposal will be scored as indicated in **Appendix A – Proposal Content and Evaluation**. The proponent may include more information than the Mandatory Information outlined above. Proponents are cautioned against proposing any features or elements of development which have a low likelihood of being included in the project. Only feasible, viable, realistic proposals and features should be included.

See **Appendix C** for a checklist of mandatory information requirements to be submitted.

## **6 SUBMISSION INSTRUCTIONS**

### **6.1 Closing Time and Delivery**

Proposals must be received at the Delivery Address via email on or before the Closing Time. Proposals received after the Closing Time will not be considered.

### **6.2 Submission Format and Confirmation**

Proponents must submit proposals as described in Appendix A – Proposal Content and Evaluation electronically via email or via Sharepoint, Dropbox, Google Drive, or other similar online document sharing platform. The proponent must ensure that electronic format chosen makes the proposal available to the Resort Village by the Closing Date and Time. The Resort Village will acknowledge receipt of the proposal to the proponent.

### **6.3 No Fax Submission**

Proposals submitted by fax will not be accepted.

### **6.4 Language of Proposals**

Proposals should be in English. Any portion of a Proposal not in English may not be evaluated.

### **6.5 Receipt of Complete RFP**

Proponents are responsible to ensure that they have received the complete RFP, as listed in the table of contents of this RFP, plus any Addenda. A submitted Proposal will be deemed to have been prepared on

the basis of the entire RFP issued prior to the Closing Time. The Resort Village accepts no responsibility for any Proponent lacking any portion of this RFP.

## **6.6 Electronic Communication**

The following provisions will apply to any email communications with the Contact Person, or the delivery of documents to the Contact Person by email.

The Resort Village does not assume any risk or responsibility or liability whatsoever to any Proponent:

- a) for ensuring that any electronic email system being operated for the Resort Village is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Proponent's transmission cannot be received; or
- b) if a permitted email communication or delivery is not received by the Resort Village or, received in less than its entirety, within any time limit specified by this RFP; and
- c) all permitted email communications with, or delivery of documents by email to, the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the Contact Person's electronic equipment.

## **6.7 Amendments to Proposal**

A Proponent may amend any aspect of its Proposal at any time prior to the Closing Time by delivering written notice, or written amendments, to the Delivery Address prior to the Closing Time.

## **6.8 Revisions Prior to the Closing Time**

A Proponent may amend or withdraw its Proposal at any time prior to the Closing Time by delivering written notice to the Contact Person at the Delivery Address prior to the Closing Time.

## **6.9 Validity of Proposals**

By submitting a Proposal, each Proponent agrees that its Proposal will remain fixed and irrevocable for a period of **90 days** from the Closing Time (the Proposal Validity Period).

## **6.10 Material Change after RFP Closing Time**

A Proponent will give immediate notice to the Resort Village of any material change that occurs to a Proponent after the Closing Time, including a change to its organization or a change to financial capability.

# **7 EVALUATION**

## **7.1 Mandatory Information**

The Resort Village will review Proposals on a preliminary basis to determine whether they comply with the Mandatory Information described in Section 5. Proposals which do not comply with the Mandatory Information requirements will be rejected and not considered further in the evaluation process. See **Appendix C** for a checklist of mandatory elements which must be included with each proposal.

## **7.2 Evaluation Committee**

The Resort Village will appoint a committee (Evaluation Committee) to evaluate proposals and score each proposal based on the scoring matrix identified in Appendix A. The Evaluation Committee may be assisted by other persons as the Evaluation Committee may decide it requires, including technical, financial, legal, and other advisers or employees of the Resort Village.

## **7.3 Evaluation of Proposals**

The Evaluation Committee will evaluate Proposals in the manner set out in Appendix A and may consider any criteria it considers relevant.

The Evaluation Committee may, in its sole and absolute discretion, but is not required to:

- a) seek clarification or rectification of a Proposal or supplementary information from any or all Proponents;
- b) request interviews or presentations with any, all or none of the Proponents to clarify any questions or considerations based on the information included in Proposals during the evaluation process, with such interviews or presentations conducted in the discretion of the Resort Village, including the time, location, length and agenda for such interviews or presentations; and
- c) the Evaluation Committee may in its sole and absolute discretion rely on and consider any information received as a result of such requests for clarification or supplementary information and interviews/presentations in the evaluation of Proposals.

The Evaluation Committee may decide not to complete a detailed evaluation of a Proposal if the Evaluation Committee concludes having undertaken a preliminary review of the Proposal as compared to other Proposals, the Proponent of the Proposal is not in contention to be selected as the Successful Proponent.

## **8 SELECTION OF PREFERRED PROJECT(S) AND AWARD**

### **8.1 Selection and Award**

If the Resort Village selects a Preferred Project, the Resort Village will invite the Successful Proponent to enter discussions to settle all terms of the Sale Agreement, based on the Successful Proponent's Proposal, including any clarifications that the Successful Proponent may have provided during the evaluation of Proposals.

The Resort Village also reserves the right to negotiate changes to the Proposal.

If for any reason the Resort Village determines that it is unlikely to reach final agreement with the Successful Proponent, then the Resort Village may terminate the discussions with the Preferred Proponent and proceed in any manner that the Resort Village may decide, in consideration of its own best interests, including:

- a) terminating the procurement process entirely and proceeding with some or all of the Project in some other manner, or
- b) inviting one of the other Proponents to enter into discussions to reach final agreement for completing the Project.

Final approval of Resort Village Council will be a condition precedent to the final execution or commencement of the Sale Agreement.

### **8.2 No Partial Compensation for Participation in this RFP**

The Resort Village will not provide any compensation to Proponents for participating in this RFP Competitive Selection Process.

### **8.3 Debriefs**

The Resort Village will, following selection of Preferred Proponent, upon request from an unsuccessful Proponent, conduct a debriefing for that Proponent. In a debriefing the Resort Village may discuss the relative strengths and weaknesses of that Proponent's Proposal, but the Resort Village will not disclose or discuss any Confidential Information of another Proponent. The Resort Village is not compelled to disclose any scoring information used in the selection process.

## **9 CONFLICTS OF INTEREST AND RELATIONSHIP DISCLOSURE**

### **9.1 Reservation of Rights**

The Resort Village reserves the right to disqualify any Proponent that in the Resort Village's opinion has a conflict of interest or an unfair advantage (including access to any Confidential Information not available to all Proponents), whether real, perceived, existing now or likely to arise in the future, or may permit the Proponent to continue and impose such conditions as the Resort Village may consider to be in the public interest or otherwise required by the Resort Village.

### **9.2 Conflict of Interest Declaration**

Each Proponent should fully disclose all relationships they may have with the Resort Village or any other person providing advice or services to the Resort Village with respect to the Project or any other matter that gives rise, or might give rise, to an unfair advantage. This declaration shall be made in writing using **Appendix B**.

The Proponent will include sufficient information and documentation to demonstrate that appropriate measures have been, or will be, implemented to mitigate, minimize, or eliminate the actual, perceived or potential conflict of interest or unfair advantage, as applicable. The Proponent will provide such additional information and documentation and implement such additional measures as the Resort Village may require in its discretion in connection with the Resort Village's consideration of the disclosed relationship and proposed measures.

## **10 RFP TERMS AND CONDITIONS**

### **10.1 No Obligation to Proceed**

This RFP does not commit the Resort Village to select a Preferred Proponent or enter into an Agreement and the Resort Village reserves the complete right to at any time reject all Proposals, or to otherwise terminate this RFP and the Competitive Selection Process and proceed with the Project in some other manner.

## **10.2 No Contract**

This RFP is not an agreement between the Resort Village and any Proponent nor is this RFP an offer or an agreement to purchase work, goods or services. No contract of any kind for work, goods or services whatsoever is formed under, or arises from this RFP, or as a result of, or in connection with, the submission of a Proposal, unless the Resort Village and the Preferred Proponent execute a Sale Agreement, and then only to the extent expressly set out in the Sale Agreement.

## **10.3 Confidentiality**

All documents and other records in the custody of, or under the control of, the Resort Village are subject to *The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP)* and other applicable legislation. Except as expressly stated in this RFP, and subject to *LA FOIP* or other applicable legislation, all documents and other records submitted in response to this RFP will be considered confidential. The Resort Village will keep all documents and other records submitted in response to this RFP strictly confidential and will not disclose or allow any of its representatives to disclose, in any case whatsoever, in whole or in part, or use, or all allow any of its representatives to use, directly or indirectly, any documents and other records submitted in response to this RFP, subject to the provisions of *LA FOIP*.

## **10.4 Cost of Preparing the Proposal**

Subject to Section 8.2, each Proponent is solely responsible for all costs it incurs in the preparation of its Proposal, including all costs of providing information requested by the Resort Village, attending meetings, and conducting due diligence.

## **10.5 Reservation of Rights**

The Resort Village reserves the right, in its discretion, to:

- a) amend the scope of the Project, modify, cancel or suspend the Competitive Selection Process at any time for any reason;
- b) accept or reject any Proposal based on the Evaluation Committee's evaluation of the Proposals in accordance with Appendix A.
- c) waive a defect or irregularity in a Proposal and accept that Proposal;
- d) reject, disqualify or not accept any or all Proposals without any obligation, compensation or reimbursement to any Proponent or any of its team members;
- e) re-advertise for new Proposals, call for tenders, or enter into negotiations for this Project or for work of a similar nature;
- f) make any changes to the terms of the business opportunity described in this RFP;
- g) negotiate any aspects of a Preferred Proponent's Proposal; and
- h) extend, from time to time, any date, time period or deadline provided in this RFP, upon written notice to all Proponents who have completed, signed and delivered Appendix C.

## **10.6 No Lobbying**

Proponents, Proponent Team members and the Key Individual, and their respective directors, officers, employees, consultants, agents, advisers, or any other representatives will not engage in any form of political or other lobbying whatsoever in relation to the Project, this RFP, or the Competitive Selection Process, including for the purpose of influencing the outcome of the Competitive Selection Process. The use of the media for these purposes is also prohibited. Further, no such person (other than as expressly contemplated by this RFP) will attempt to communicate in relation to the Project, this RFP, or the

Competitive Selection Process, directly or indirectly, with any representative of the Resort Village (including any member of the Council), or any employee of Resort Village, any Restricted Parties, or any director, officer, employee, agent, adviser, consultant or representative of any of the foregoing, or the media, as applicable, for any purpose whatsoever, including for purposes of:

- a) commenting on or attempting to influence views on the merits of the Proponent's Proposal, or in relation to Proposals of other Proponents;
- b) influencing, or attempting to influence, the evaluation, scoring and ranking of Proposals, the selection of the Preferred Proponent, or any negotiations with the Preferred Proponent;
- c) promoting the Proponent or its interests in the Project, including in preference to that of other Proponents; and
- d) criticizing the Proposals of other Proponents.

In the event of any lobbying or communication in contravention of this Section, the Resort Village in its discretion may at any time, but will not be required to, reject any and all Proposals submitted by that Proponent without further consideration.

### **10.7 Ownership of Proposal**

All Proposals submitted to the Resort Village become the property of the Resort Village and will be received and held in confidence by the Resort Village, subject to the provisions of *LA FOIP* and this RFP.

### **10.8 Limitation of Damages**

Each Proponent on its own behalf and on behalf of the Proponent Team and any member of a Proponent Team:

- a) agrees not to bring any Claim against the Resort Village or any of its employees, advisers, or representatives for damages in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal for any matter in respect of this RFP or Competitive Selection Process, including:
  - i. if the Resort Village accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFP or the Competitive Selection Process; or
  - ii. if the Project or Competitive Selection Process is modified, suspended, or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both) or the Resort Village exercises any rights under this RFP; and,
- b) waives any and all Claims against the Resort Village or any of its employees, advisers or representatives for loss of anticipated profits or loss of opportunity if no agreement is made between the Resort Village and the Proponent for any reason, including:
  - i. if the Resort Village accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFP or the Competitive Selection Process; or
  - ii. if the Project or Competitive Selection Process is modified, suspended, or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both) or the Resort Village exercises any rights under this RFP.

## 11 INTERPRETATION

### 11.1 Definitions

In this RFP:

**Addendum** means an addition (of information) to this RFP issued by the Contact Person as described in Section 3.4;

**Claim** means any claim, demand, suit, action, or cause of action, whether arising in contract, tort or otherwise, and all costs and expenses relating thereto;

**Closing Time** means the time indicated as such on the cover page of this RFP;

**Competitive Selection Process** means the overall process for the selection of a Preferred Proponent for the Project including, but not limited to, this RFP stage;

**Contact Person** means the person identified as such on the cover page of this RFP;

**Contract Award** means the time when the Agreement related to the Project has been executed and delivered and all conditions to the effectiveness of the Agreement have been satisfied;

**Contractor** means the entity that enters into the Sale Agreement with the Resort Village;

**Delivery Address** means the delivery address identified as such on the cover page of this RFP;

**Inquiry** has the meaning set out in Section 3.3;

**Introductory Project Meeting** has the meaning as set out in Section 3.2;

**Evaluation Committee** has the meaning set out in Section 7.2;

**LA FOIP** has the meaning set out in Section 10.3;

**Mandatory Information** means the Proposal requirements described in Section 5;

**Multi-family Dwelling** means a residential building housing greater than two attached units.

**Preferred Project** means the Project selected by the Evaluation Committee pursuant to this RFP based on an aggregate scoring evaluation.

**Project** means the provision of dwelling units for seniors and site development constructed on land offered by the Resort Village.

**Proponent** means the party that submits a Proposal;

**Proponent's Representative** means identified as an officer of the company and is fully authorized to represent the Proponent in any and all matters related to its Proposal.

**Proposal** means a proposal submitted in response to this RFP;



**Proposal Validity Period** has the meaning set out in Section 6.9;

**RFP** means this request for proposals;

**Sale Agreement** means an agreement for the sale of land currently owned by the Resort Village intended to accommodate the Preferred Project.

**Successful Proponent** means the proponent whose proposal has been selected to proceed to a Sale Agreement with the Resort Village.

**ATTACHMENT 1**

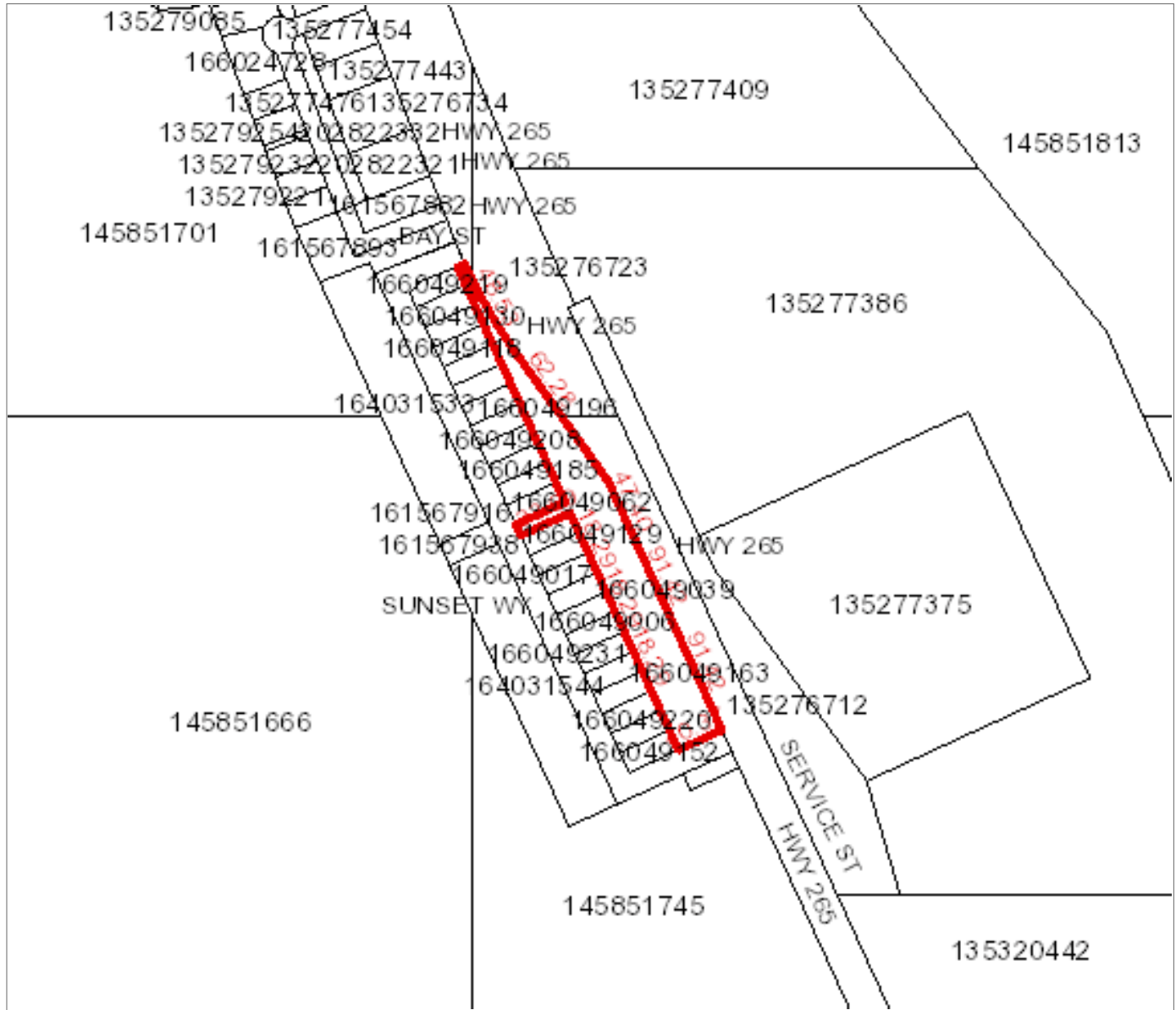
**PROPERTY LOCATION & DIMENSIONS**





# Surface Parcel Number: 166049017

REQUEST DATE: Thu Mar 14 09:33:14 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Area :** 1.415 hectares (3.5 acres)

**Title Number(s) :** 141903985

**Converted Title Number :** PA100686309

**Parcel Class :** Municipal Reserve

**Ownership Share :** 1:1

**Land Description :** Blk/Par MR10-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2,NW-07-55-22-2,NE-07-55-22-2

**Commodity/Unit :** Not Applicable

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# Surface Parcel Number: 166049006

REQUEST DATE: Thu Mar 14 09:36:32 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904289

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 27-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049028

REQUEST DATE: Thu Mar 14 09:41:08 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904335

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 28-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049039

REQUEST DATE: Thu Mar 14 09:41:50 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904357

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 29-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049040

REQUEST DATE: Thu Mar 14 09:42:14 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904302

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 30-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

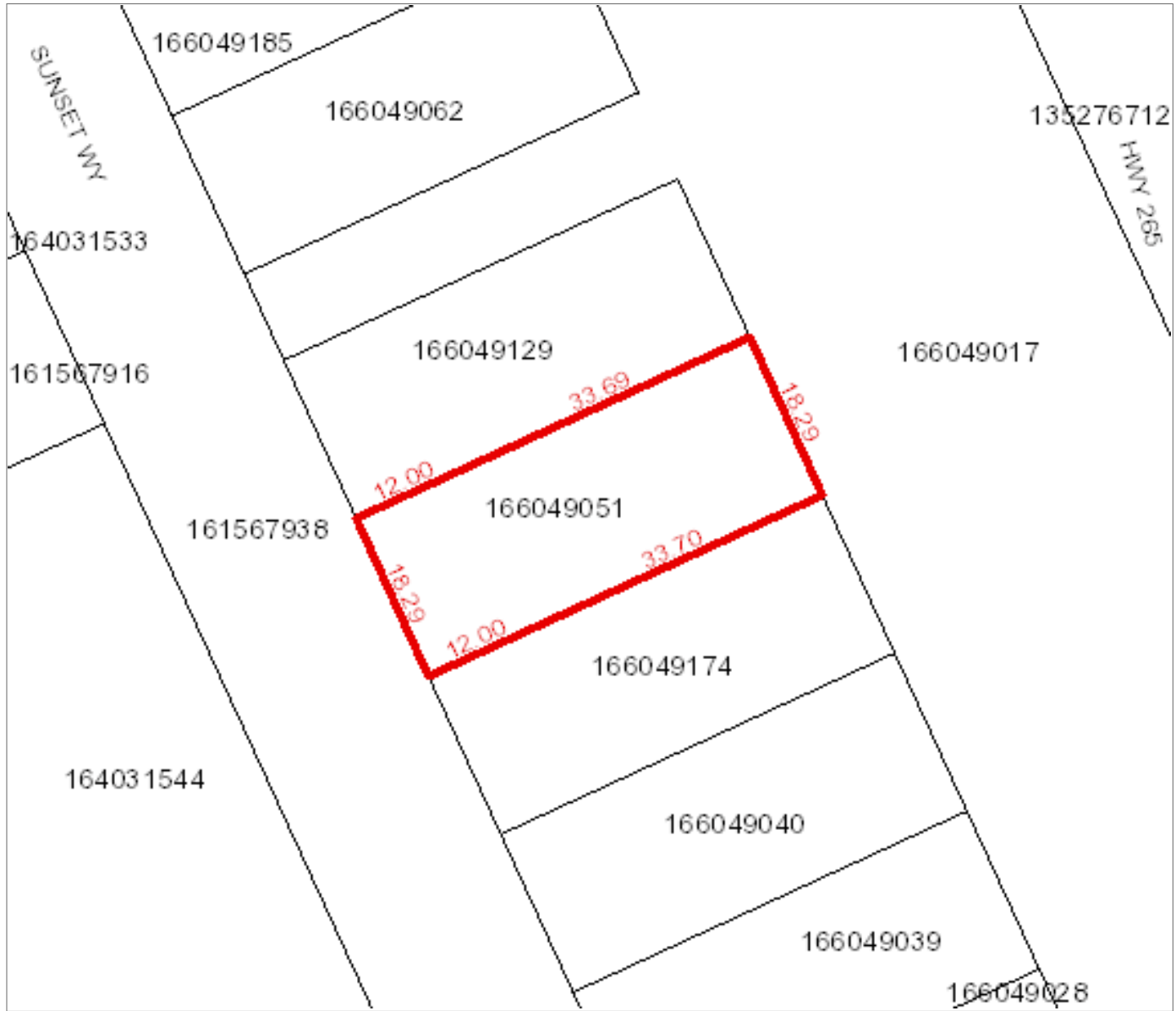
**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049051

REQUEST DATE: Thu Mar 14 09:43:08 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904245

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 32-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

**Ownership Share :** 1:1





# Surface Parcel Number: 166049062

REQUEST DATE: Thu Mar 14 09:45:42 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904144

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 34-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049073

REQUEST DATE: Thu Mar 14 09:46:21 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904043

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 36-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

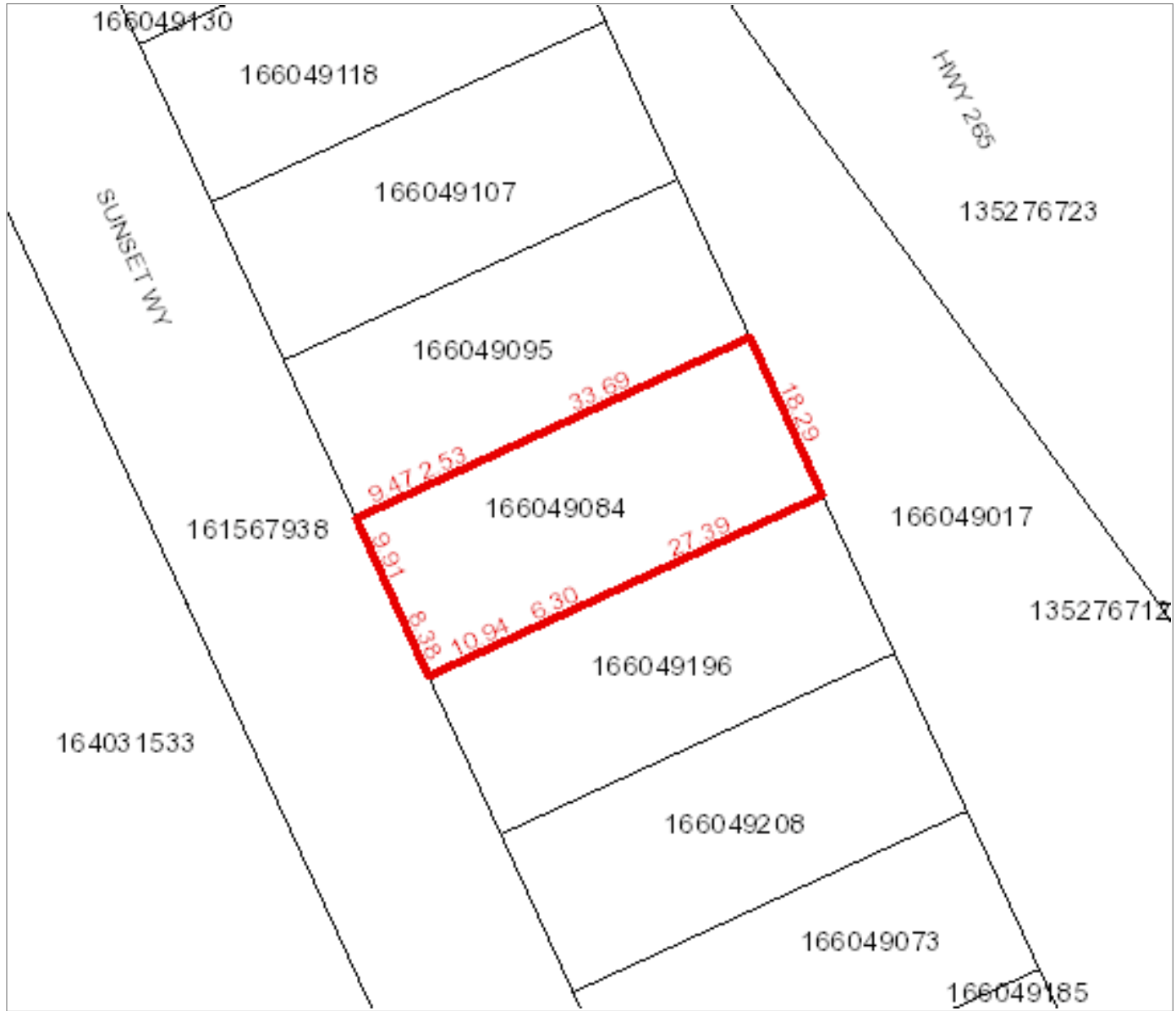
**Ownership Share :** 1:1

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# Surface Parcel Number: 166049084

REQUEST DATE: Thu Mar 14 09:47:32 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Area :** 0.084 hectares (0.21 acres)

**Title Number(s) :** 141904098

**Converted Title Number :** PA100686309

**Parcel Class :** Parcel (Generic)

**Ownership Share :** 1:1

**Land Description :** Lot 39-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2,SW-07-55-22-2,NW-07-55-22-2,NE-07-55-22-2

**Commodity/Unit :** Not Applicable

DISCLAIMER: THIS IS NOT A PLAN OF SURVEY It is a consolidation of plans to assist in identifying the location, size and shape of a parcel in relation to other parcels. Parcel boundaries and area may have been adjusted to fit with adjacent parcels. To determine actual boundaries, dimensions or area of any parcel, refer to the plan, or consult a surveyor.



# Surface Parcel Number: 166049095

REQUEST DATE: Thu Mar 14 09:47:54 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904065

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 40-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** NW-07-55-22-2,NE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049107

REQUEST DATE: Thu Mar 14 09:48:15 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904122

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 41-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** NW-07-55-22-2,NE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049118

REQUEST DATE: Thu Mar 14 09:48:39 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141903817

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 42-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** NW-07-55-22-2,NE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

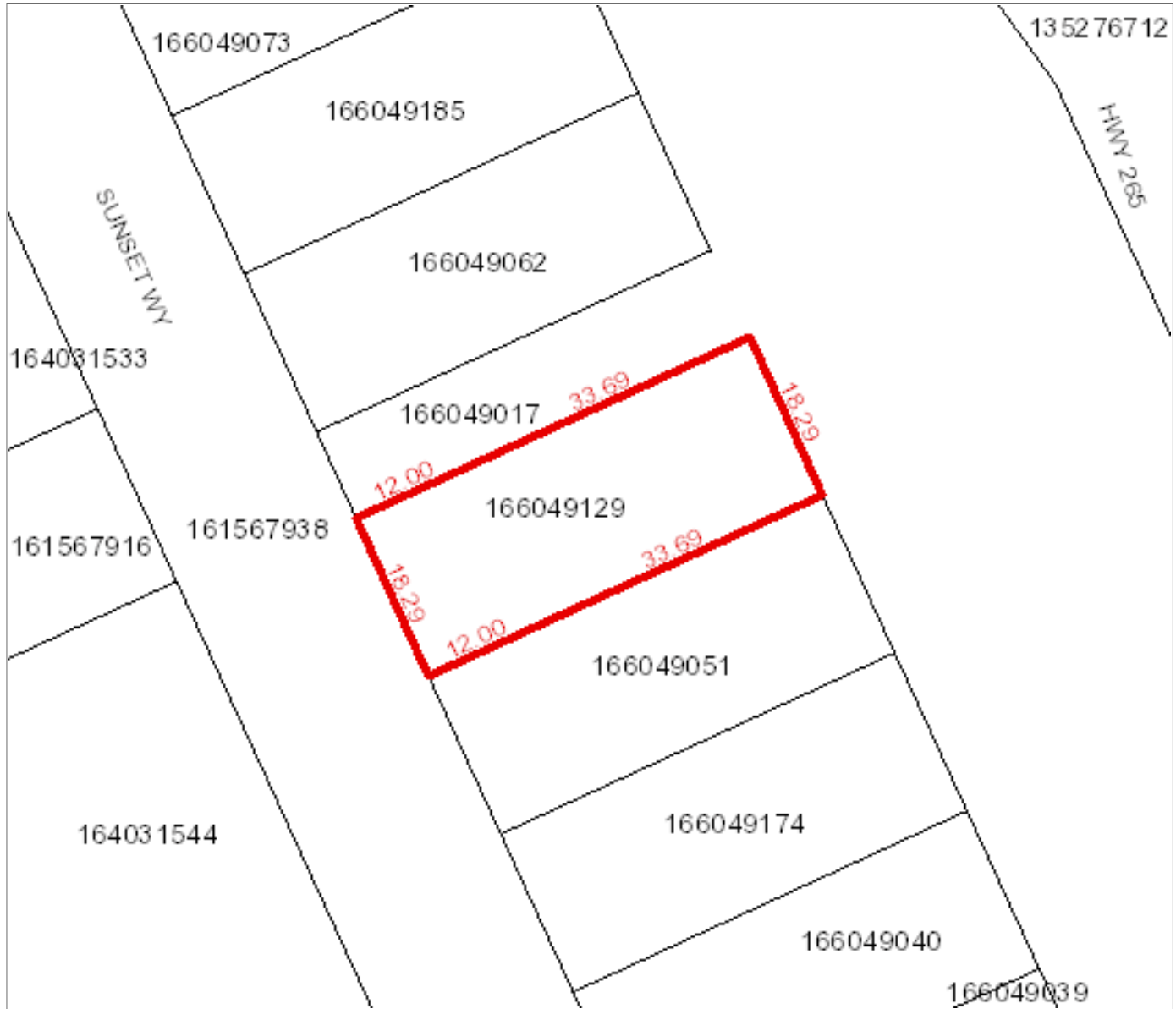
**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049129

REQUEST DATE: Thu Mar 14 09:45:20 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904188

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 33-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049130

REQUEST DATE: Thu Mar 14 09:49:03 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141903840

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 43-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** NW-07-55-22-2,NE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

**Ownership Share :** 1:1





# Surface Parcel Number: 166049141

REQUEST DATE: Thu Mar 14 09:50:08 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141903918

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 45-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** NW-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.077 hectares (0.19 acres)

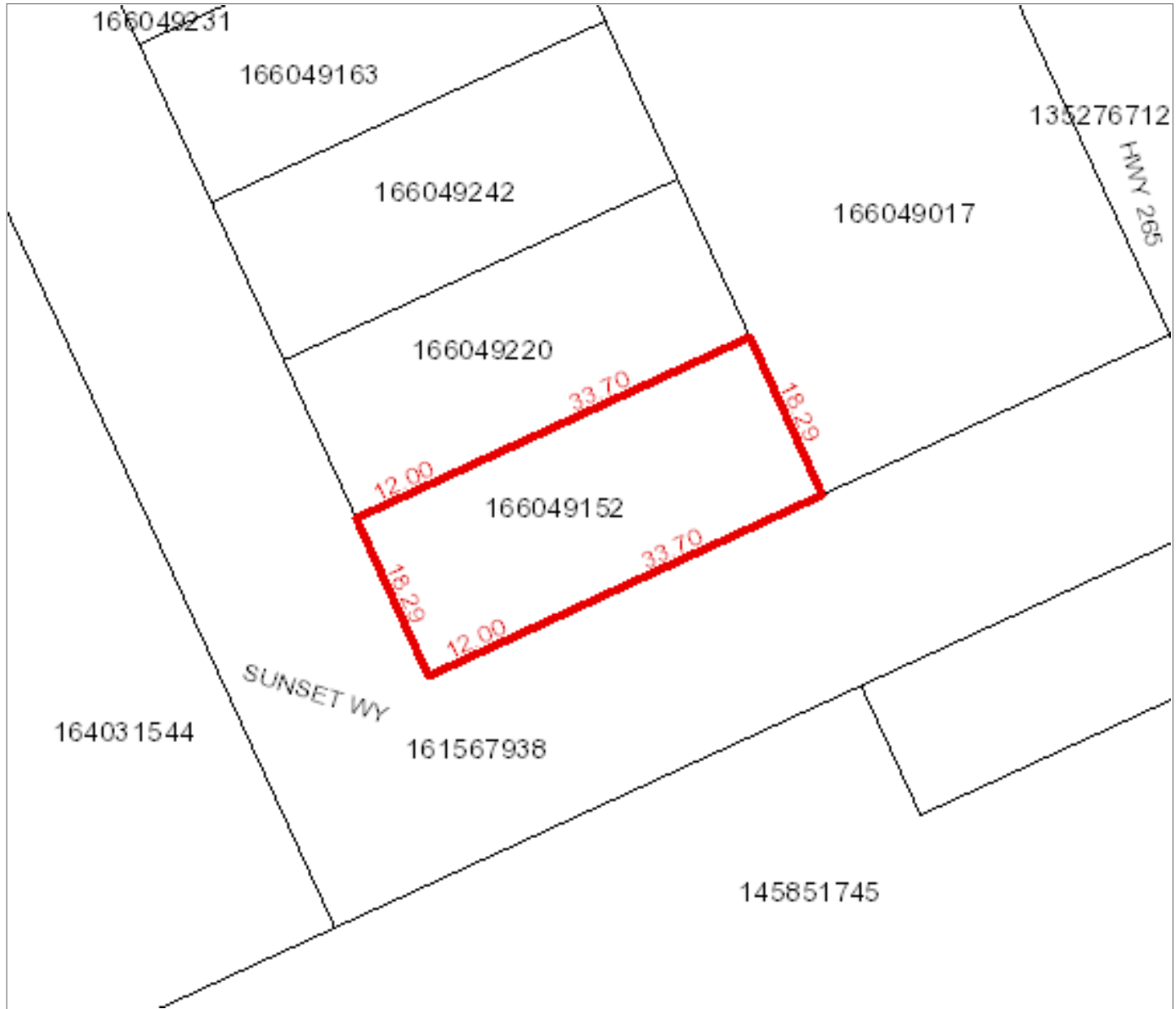
**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049152

REQUEST DATE: Thu Mar 14 09:33:54 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904504

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 22-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049163

REQUEST DATE: Thu Mar 14 09:35:10 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904368

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 25-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

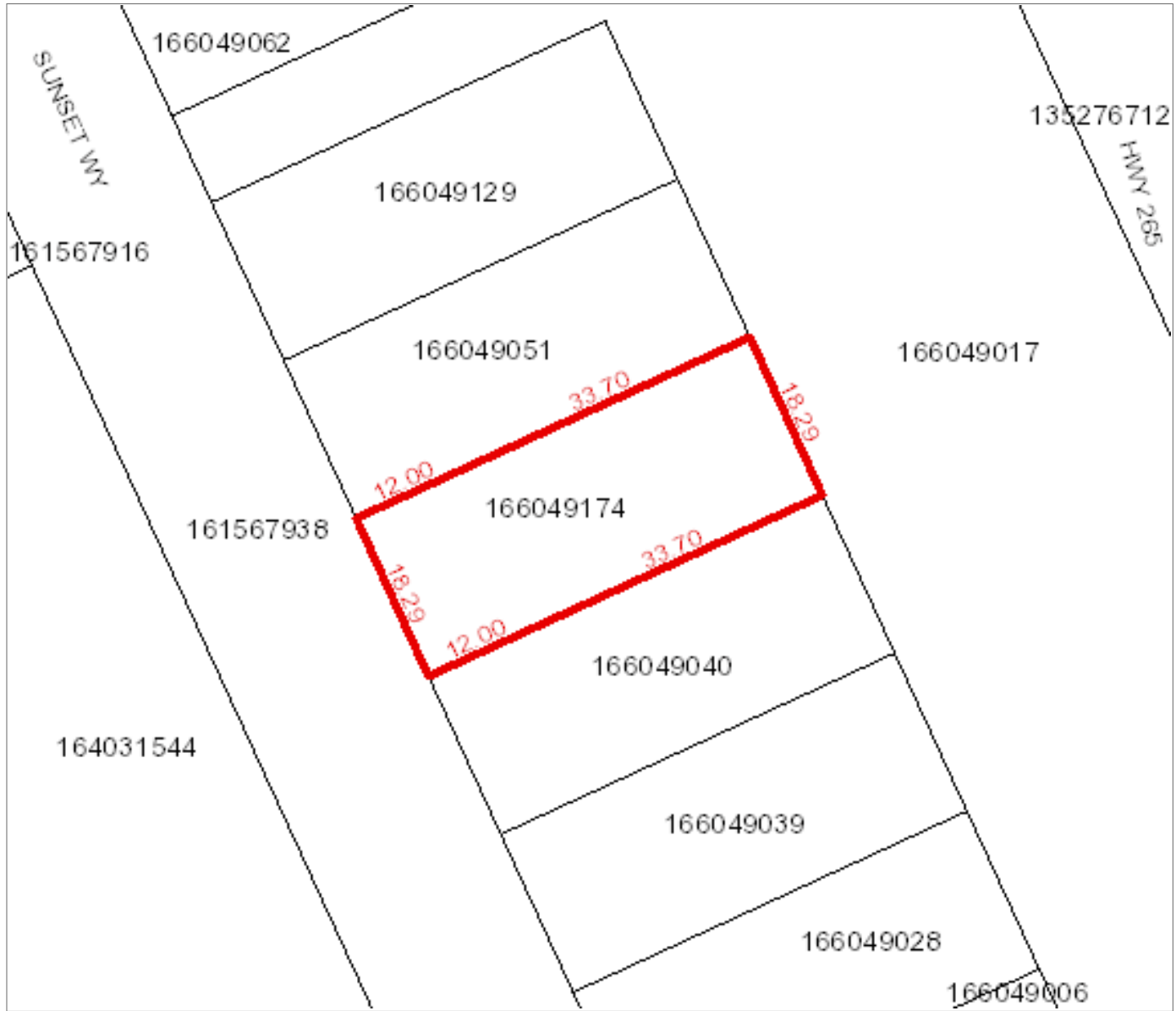
**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049174

REQUEST DATE: Thu Mar 14 09:42:42 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904313

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 31-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049185

REQUEST DATE: Thu Mar 14 09:46:05 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904212

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 35-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

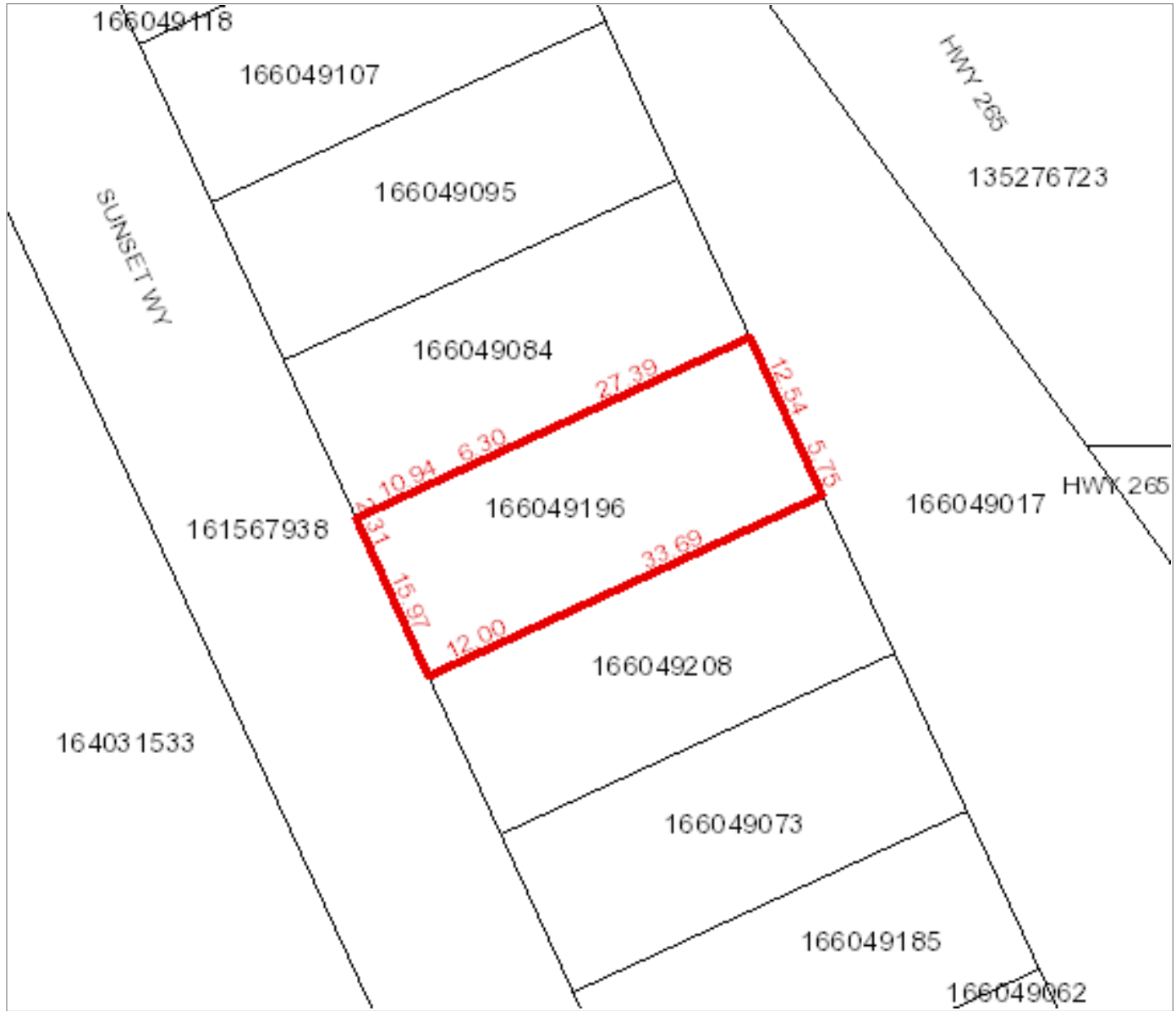
**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049196

REQUEST DATE: Thu Mar 14 09:47:13 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Area :** 0.084 hectares (0.21 acres)

**Title Number(s) :** 141904021

**Converted Title Number :** PA100686309

**Parcel Class :** Parcel (Generic)

**Ownership Share :** 1:1

**Land Description :** Lot 38-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2,SW-07-55-22-2,NE-07-55-22-2

**Commodity/Unit :** Not Applicable

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# Surface Parcel Number: 166049208

REQUEST DATE: Thu Mar 14 09:46:52 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141903996

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 37-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

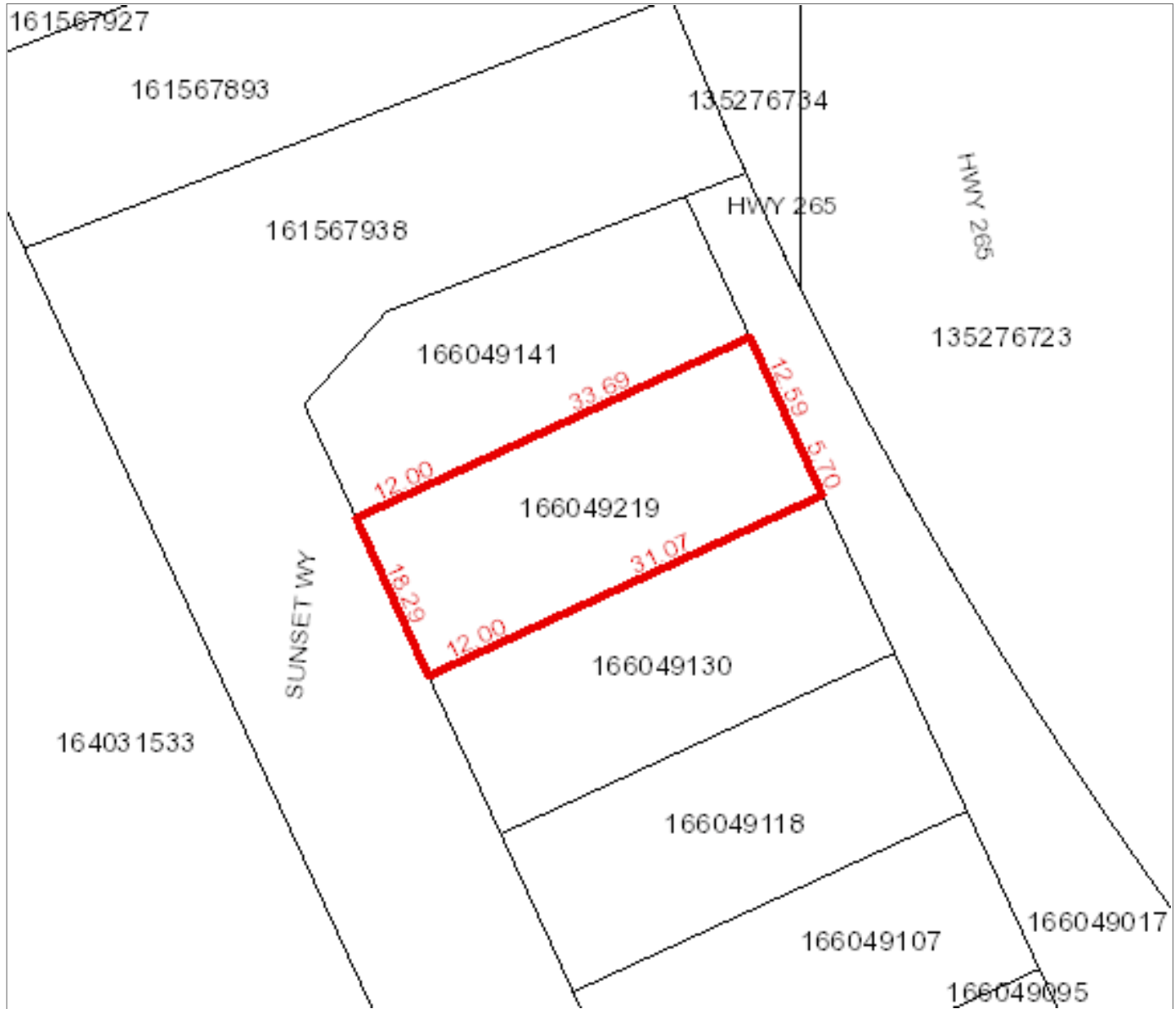
**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049219

REQUEST DATE: Thu Mar 14 09:49:46 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141903941

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 44-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** NW-07-55-22-2,NE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

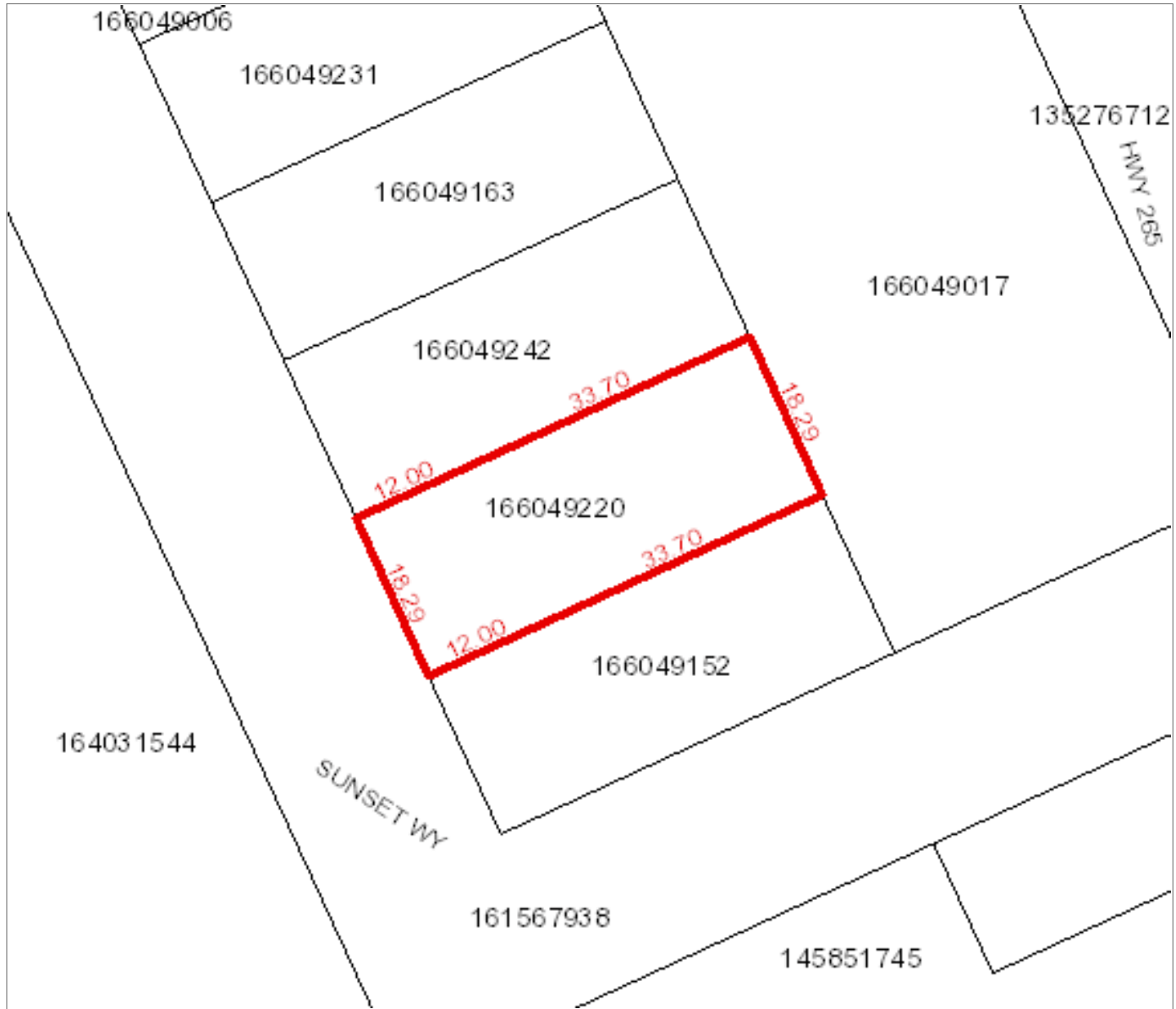
**Ownership Share :** 1:1





## Surface Parcel Number: 166049220

REQUEST DATE: Thu Mar 14 09:34:17 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904391

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 23-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

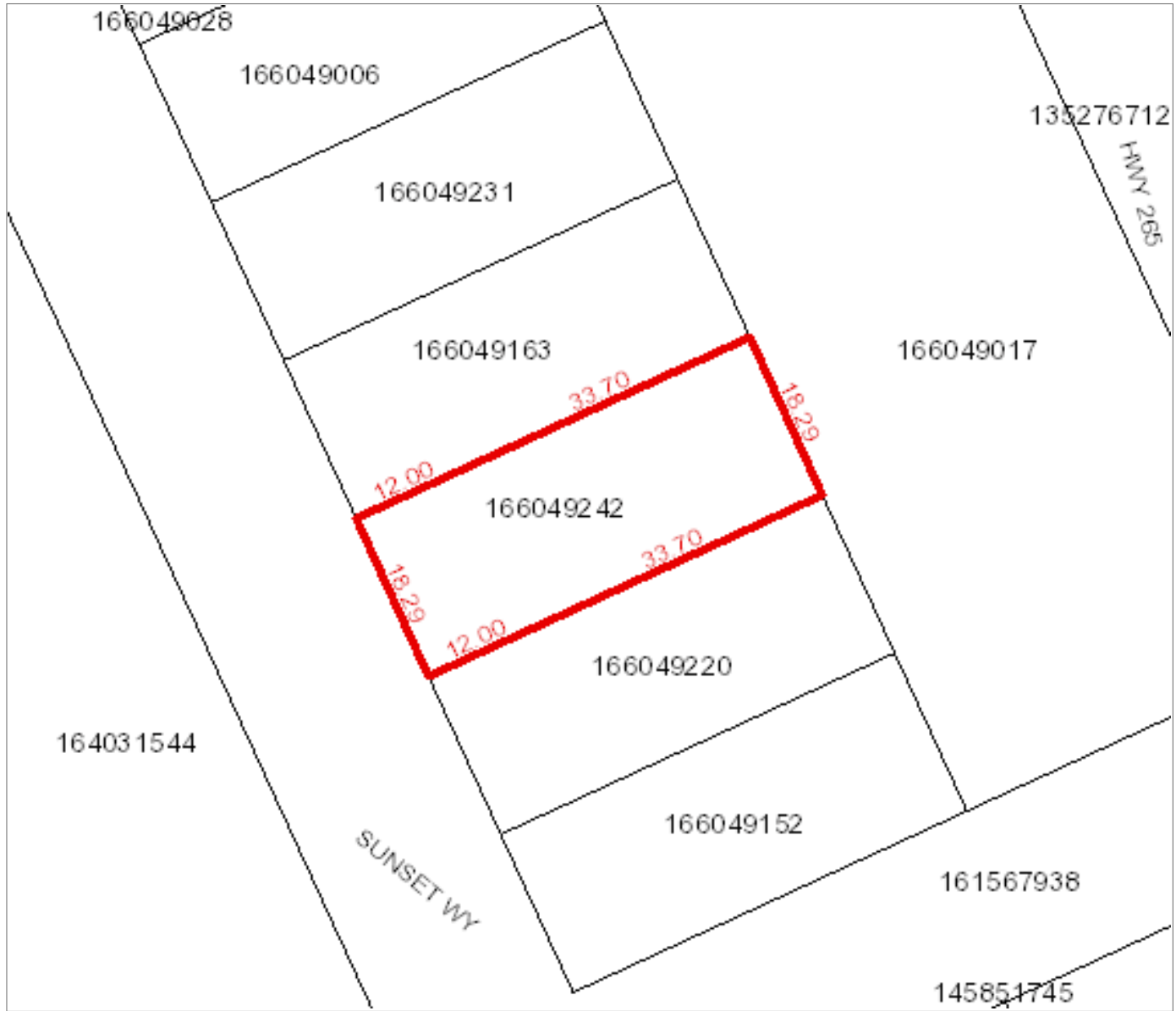
**Converted Title Number :** PA100686309

**Ownership Share :** 1:1



# Surface Parcel Number: 166049242

REQUEST DATE: Thu Mar 14 09:34:40 GMT-06:00 2024



**Owner Name(s) :** RESORT VILLAGE OF CANDLE LAKE

**Municipality :** RESORT VILLAGE OF CANDLE LAKE

**Title Number(s) :** 141904481

**Parcel Class :** Parcel (Generic)

**Land Description :** Lot 24-Blk/Par C-Plan 102074352 Ext 0

**Source Quarter Section :** SE-07-55-22-2

**Commodity/Unit :** Not Applicable

**Area :** 0.084 hectares (0.21 acres)

**Converted Title Number :** PA100686309

**Ownership Share :** 1:1

**ATTACHMENT 2**

**HOUSING NEEDS AND DEMAND ASSESSMENT (NDA)**

## Resort Village of Candle Lake Housing Needs and Demand Assessment

prepared for  
Resort Village of Candle Lake

**Final Report**  
February 17, 2023

### Abstract

This report is intended to provide the Resort Village of Candle Lake with an assessment of factors that would affect market interest for a market-driven independent living housing project for older adults aged 55+.



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Wallace Insights  
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306-291-7024  
[www.wallaceinsights.com](http://www.wallaceinsights.com)

DISCLAIMER

This report has been prepared by Wallace Insights for the benefit of our client, the Resort Village of Candle Lake. The information contained herein including any analyses, conclusions and recommendations represent our professional judgment considering the information available at the time of the report's preparation. It may be reproduced, distributed, copied, upon approval from the Resort Village of Candle Lake.



A handwritten signature in cursive script, appearing to read "Alan G. Wallace".

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**Attachment A – Meeting Agenda and Survey Link**

**Attachment B - Survey Instrument**

**Attachment C - Project Development Steps**

## 1 Background

Several community members of the Resort Village of Candle Lake have held informal discussions about the need for more housing options within the community. More specifically, there appeared to be a growing need and desire for housing that would meet the needs of healthy, independent, older adults and seniors. The aging of population, particularly in the 'boomer years', has resulted in a common and growing need for housing options which would allow residents to stay in the community without the demands and costs of owning a cottage property.

A small informal group met during the summer of 2022 to determine the next steps and obtain more information to see if a housing project was viable. It was decided that the Resort Village could undertake a Housing Needs and Demand Assessment with the assistance of a consultant. These types of assessments are normally associated with affordable housing projects but can be used to quantify housing need and demand for specified market-driven projects as well. These assessments usually precede a formal business plan and help to quantify the actual level of demand and housing need within a specified market.

## 2 Assessment Overview

This Needs and Demand Assessment is an analysis provided to determine whether the discussions within the community held to date have validity and enough economic potential for a new housing project (or more than one project). It begins to quantify the changing housing needs as well as describe what type or format of new housing may be desired.

There are several components which comprise this housing needs and demand assessment:

- Community Meeting
- Background Data
- Community Survey
- Location Assessment

### a. Community Meeting

A community meeting is the first step towards gauging interest in a new housing development. A general community meeting was organized and held on Monday October 24, 2022, at the Candle Lake Community Hall.

### b. Background Data

A housing assessment relies on information and data about the current housing, income, and population characteristics of the community.

### c. Community Survey

A survey was developed for people who are aged 55 and older. The survey was made available in both hard copy and online. The survey was open to receive responses from October 24 to December 7, 2022. The survey and detailed results are included in this report.

### d. Location Assessment

The scope of a Needs and Demand Assessment can include a high-level review of locations which may be considered for further business planning purposes. This assessment does not recommend any one site. Instead, it will look at the current options available and link the location to other development objectives within the Candle Lake community.

### e. Relevant Project Examples

A scan of projects serving a similar Need and Demand was conducted and a summary of relevant examples is provided.



### 3 Community Meeting Summary

It was estimated that approximately 80-90 people attended the community meeting on October 24, 2022. The meeting started with an introduction by two members of the community group who described where the idea for new housing options began and the need within Candle Lake. The agenda package is included as **Attachment A** and covered the following:

1. Welcome and Introductions
2. Brief Description of Community-led Initiative
3. Project Development Steps Overview
4. Needs and Demand Assessment Description
5. Review of Survey Questions
6. Questions & Answers
7. Meeting Close & Wrap-Up

The majority of time used at the Community Meeting was to field questions about the idea to increase housing choices at Candle Lake. There was also substantial interest in linking the development of new housing for seniors to increasing health care options at Candle Lake.

The meeting successfully achieved its objective which was to provide residents with an overview of the idea. It also confirmed to the organizers that there is substantial interest in the topic of increasing housing options at Candle Lake and there was value in moving to the next step (Need and Demand Assessment).

Each attendee received a hardcopy of the community survey as well as a link to the survey online. The survey results have been analyzed and are included within this report and form a substantial part of this assessment.


### 4 Background Data

#### Population

District Population	2006	2021	% change
Resort Village of Candle Lake	792	1160	46%
RM Paddockwood	976	1071	10%
RM Lakeland (incl Elk Ridge)	1043	1300	25%
Village of Christopher Lake	215	302	41%
<b>TOTAL for the NC Lakelands District</b>	<b>3026</b>	<b>3833</b>	

Candle Lake is experiencing rapid growth that outpaces that of the province and the surrounding North Central Lakelands District. It now accounts for 30% of the population in the District, up from 26% in 2006.

### Age Profile

Age Profile	2006	2021
Under 19	80	115
20-54	270	275
55-79	410	720
80+	35	50
<b>TOTAL</b>	<b>795</b>	<b>1160</b>
# retirees	445	770
 % retirees	56.0%	66.4%
% working	34.0%	23.7%
% youth	10.1%	9.9%

Average Age (2021)	Median	Mean
Candle Lake	62.4	56.1

### Income

Income (2020)	Median	Mean	>\$100K
Saskatchewan (2021/2022)	\$82,000	\$78,000	10.5%
Candle Lake	\$90,000	\$103,600	40.7%

### Dwelling Types

Dwelling Type	%
One Unit Dwellings	96.6%

### Property Values

Property	No.	Avg Lot Size (ac)	Average Price
House and Land	20		\$477,265
Land Only (residential lot)	19	.386	\$ 78,089
Saskatoon			\$331,400
Saskatchewan			\$321,000

The above information was derived from the Point2homes.com and CREA Stats websites.  
A total of 39 properties reviewed.

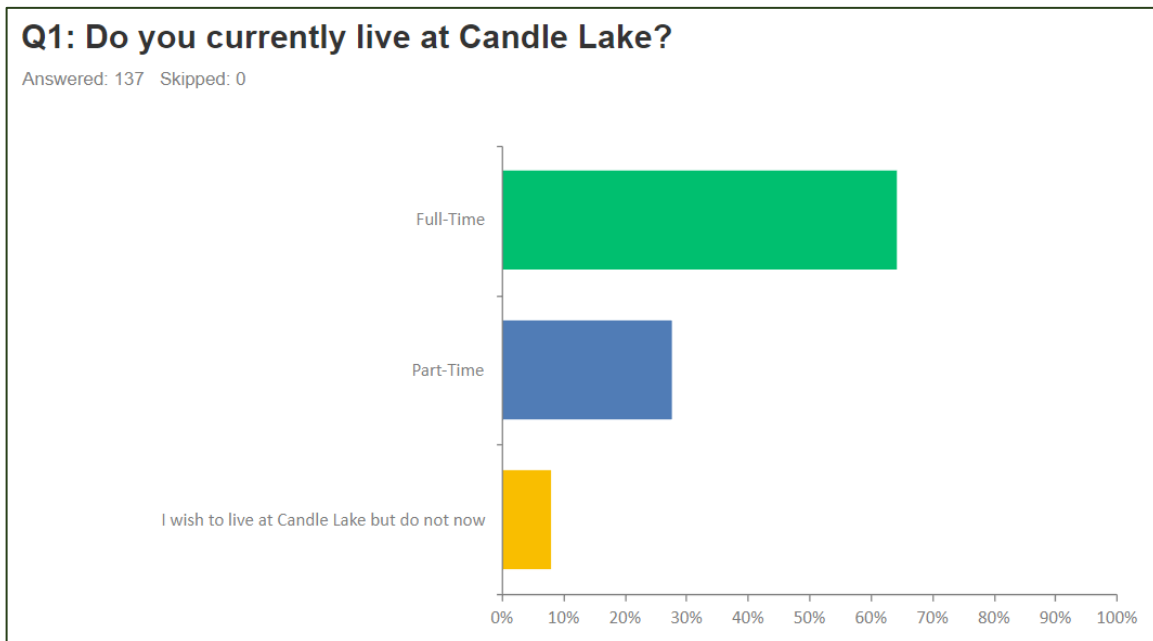
## 5 Community Survey Summary

The survey instrument used is contained in **Attachment B**. There was a total of 137 responses to the survey. This is considered an outstanding level of response for a community of this size. Given that the respondent group, or target, was people aged 55+, we are confident that the survey results are highly representative of the 55+ target group. The response rate has been estimated at 31.4%.

The results were put through a sample size calculator and 137 responses represents a 95% confidence level with a +/- confidence interval (margin of error) of 7%.

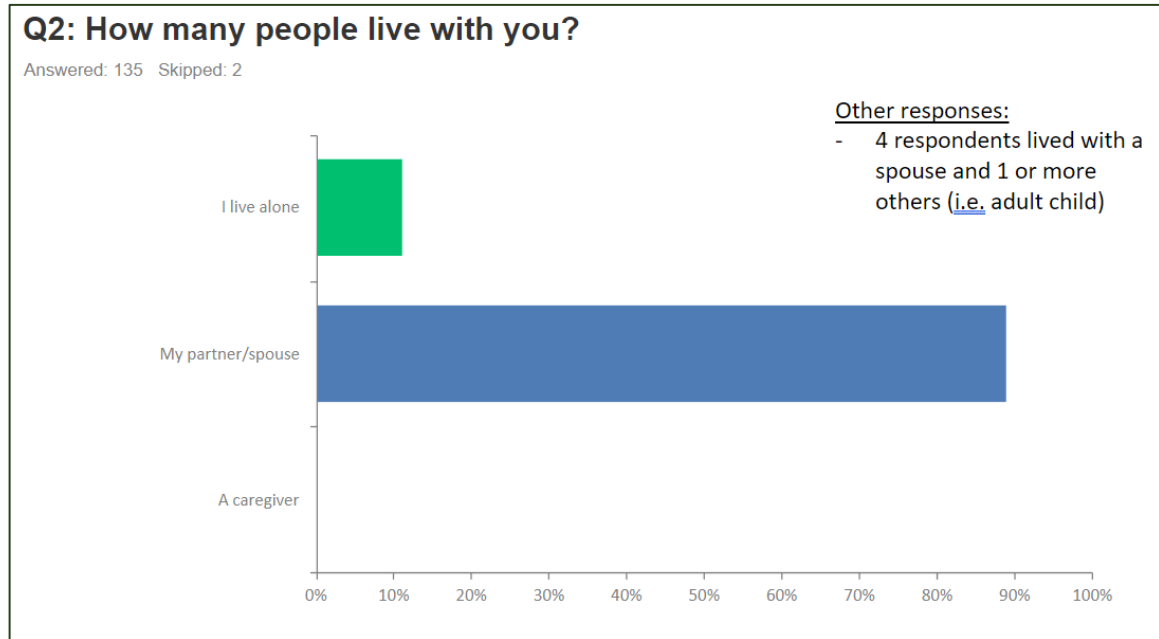
### Place of Residence

The first question determined the place of residence. The chart below shows that the majority of respondents (64.2%) live full-time at Candle Lake.



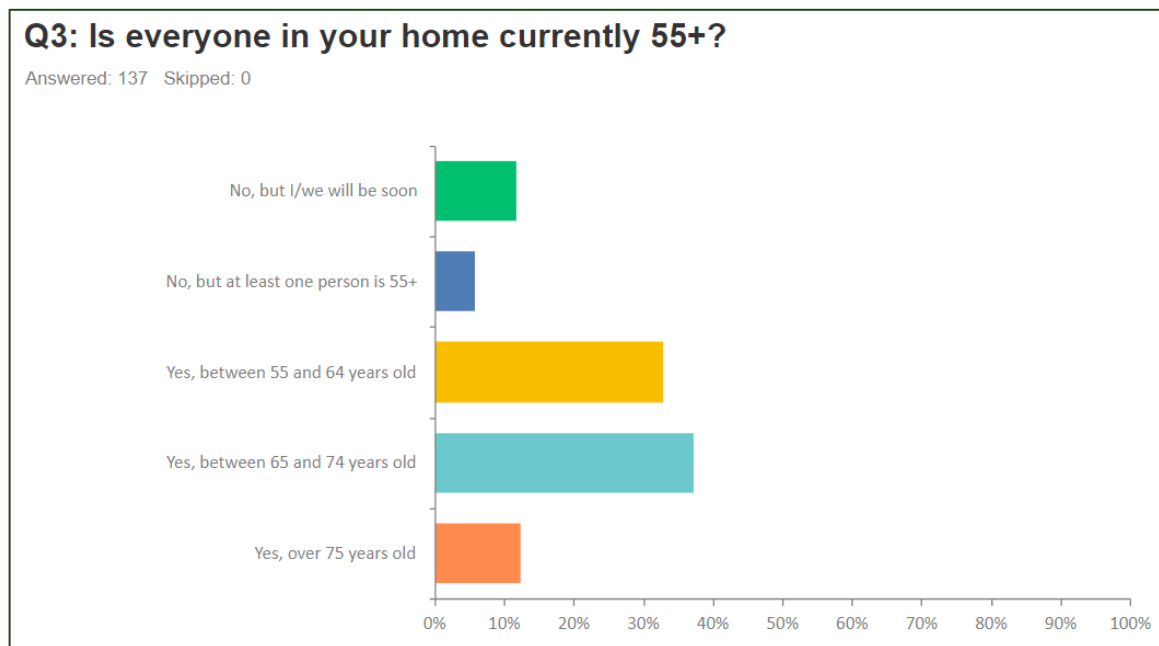
### Household Size

The next question determined the household size. The vast majority of respondents live with a spouse or partner (88.9%). Eleven percent (11%) live alone. Refer to graph on the following page.



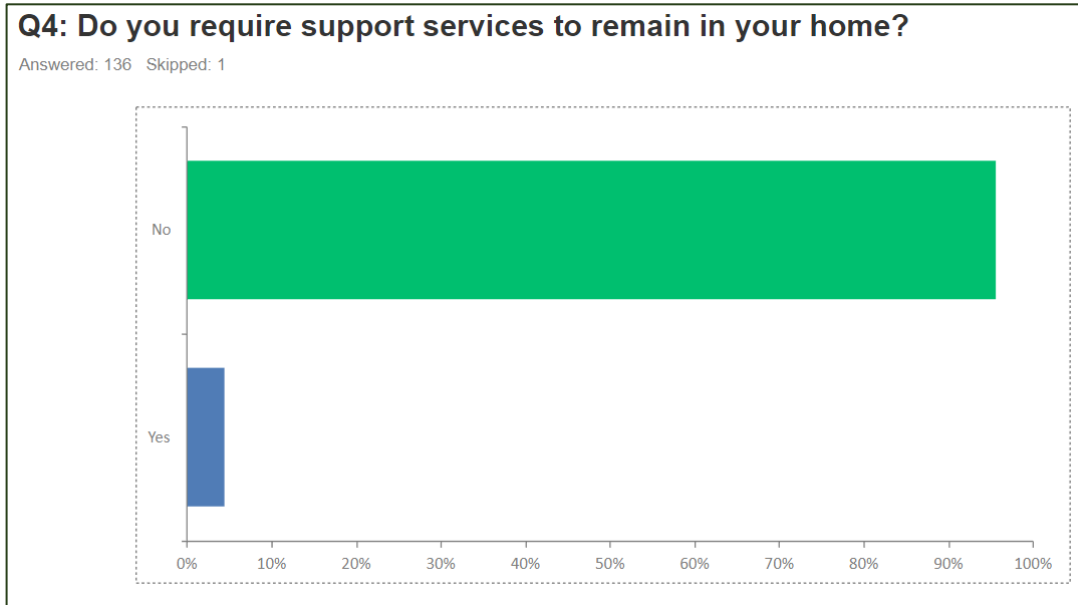
### Age of Occupants

Question 3 determined the age of occupants who responded to the survey. One-third of respondents were between the ages of 55 and 64 (32.9%) and another third were between 65 and 74 years old (37.2%). Approximately 12% were soon to be 55+, and 12% were over 75 years old.

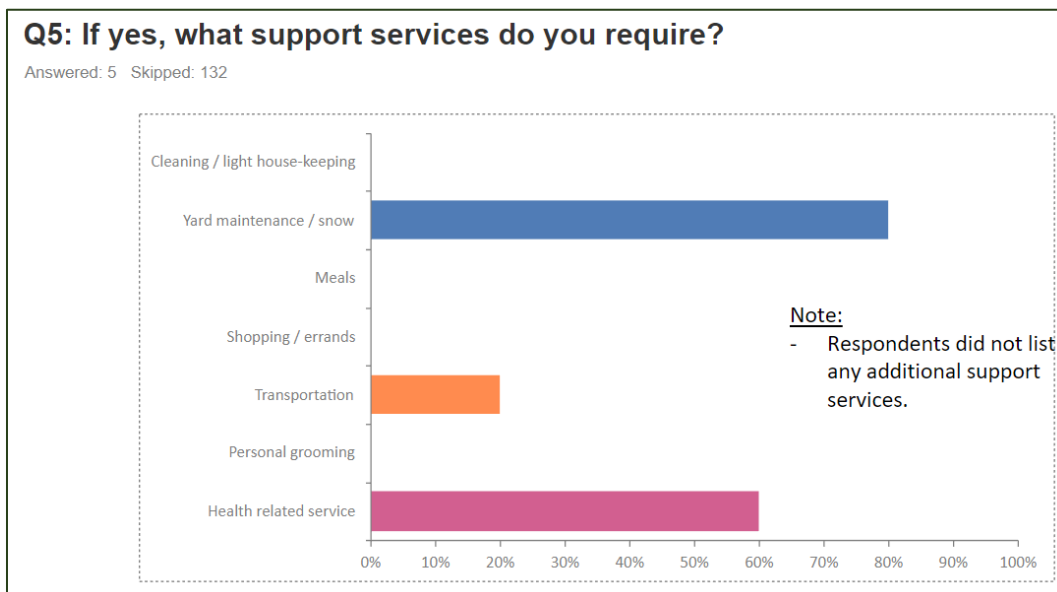


### Support Services

Question 4 asked respondents if they currently require any support services to live in their home. Support services include any external service such as maintenance assistance (cleaning) or health-related services (home care). The vast majority of respondents currently do not require support services to remain in their home (95.6%). However, in the open-ended comments, many respondents commented that they may soon require assistance with maintenance and assisted living support.

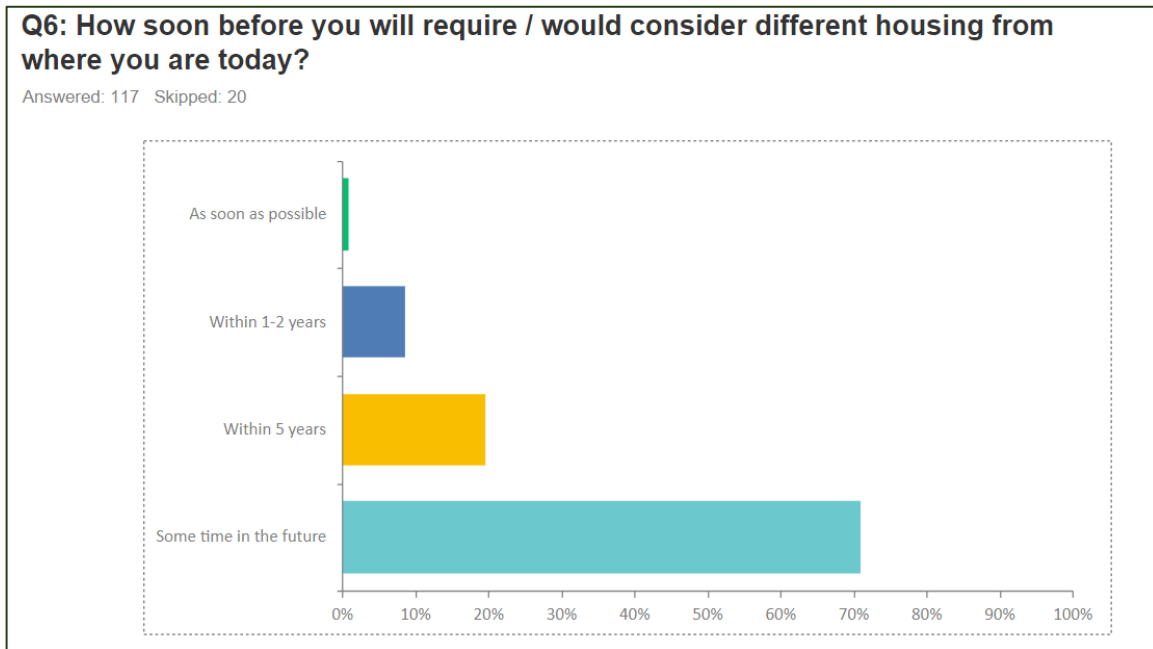


Question 5 probed into the Support Services currently required. Only 5 respondents indicated that they currently require any support services, and the supports were all related to Yard Maintenance/Snow, Health Related Service or Transportation.



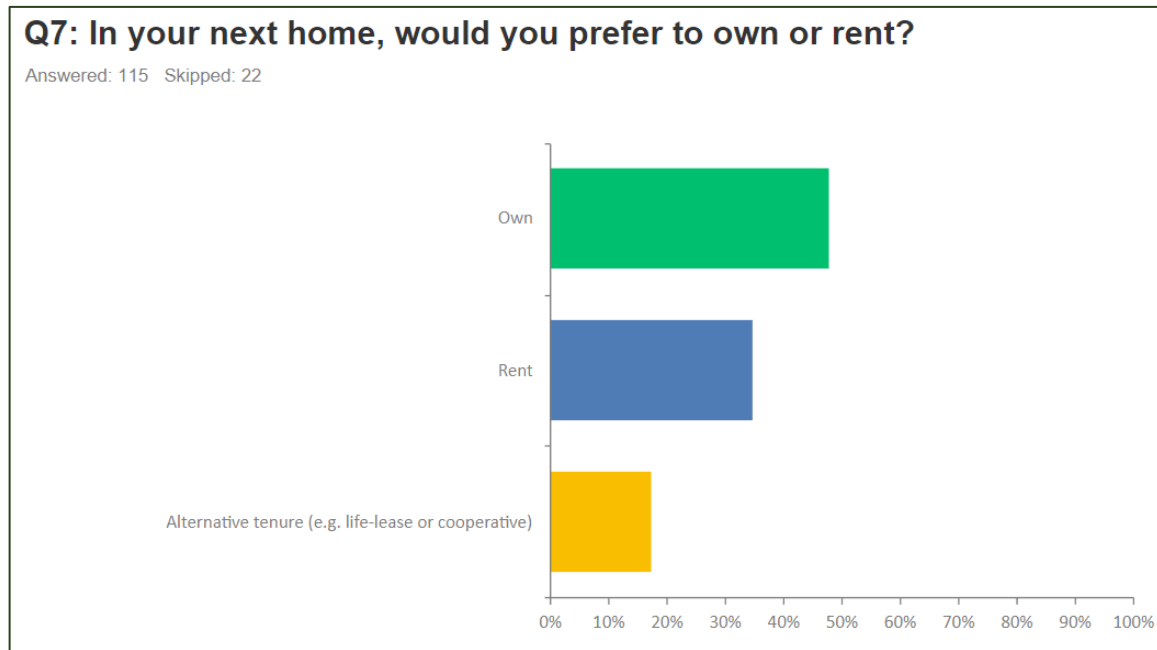
### Timing for New Housing

Question 6 referred to when a new housing development for seniors would be desirable/needed for most respondents. Most respondents are not considering moving to a new housing development within the next five years (70.9%). However, thirty-four (34) respondents indicated that they would consider a new housing development within 5 years (29.1%). Given that fully one-third of respondents are between the ages of 55 and 64 years old, it would be reasonable to assume that the demand/need for a new housing development for seniors would increase each year for several years.



### Preferred Tenure

Question 7 asked respondents if they would prefer to own or rent their next dwelling. It also offered an alternative tenure such as a life-lease or co-operative arrangement. The results seem to indicate a split with approximately one-half (47.8%) preferring to own, and one-half preferring to rent or would consider an alternative to owning (52.2%). Of the one-half who would prefer not to own, only eighteen percent would consider an alternative form of tenure (17.4%).



### Themed Responses

The survey left room for open-ended responses from respondents. The question which was posed was *“Is there anything else you feel we should know about your housing needs?”* The survey gathered 56 written responses to this question. The respondents focused on providing information about what features they would like to see and what services they need before they would consider moving to a new seniors’ housing development.

The responses were reviewed and appeared to fall into five (5) main themes:

- **Location Considerations**  
These were responses related to a preferred location and the attributes that are desired from a location perspective.
- **Development Related**  
These were responses related to the specific development and included both features within the buildings and site-specific features desired.
- **Services**  
These were responses indicating preferences and needs of people who will need services specific to seniors and want them to be available as part of the housing development, or in proximity.
- **Health Related**  
These responses indicated a strong linkage between remaining at Candle Lake and convenient access to medical and health services.

- **Amenities**

These responses referred to on-site and building amenities which people desire for wellness, social, and fitness activities.

Below are the results of the themed responses and the frequency in which they were mentioned.

#### Location

Close to Community Services / Village Centre	3
Access to Parks / Walking Trails / Connectivity	3
Access to Marina	1
Located Close to Community Hall	1
Lake/Water View	1

#### Development Related

Garages / Covered Parking / Underground Parking	7
Accessibility (wide doors, hallways, etc.) / Few Stairs	6
Social Spaces / Common Area / Outdoor Sitting	5
Allow Other Housing On Site / Age in Place	4
Storage / Facilities for Boats/RVs	3
Independent Living / Condo	3
Privacy and Greenspace	2
2 Bedrooms	2
Open Floor Plan	2
Visitor Parking	1
Semi-independent	1
Affordable	1



**Services**

Senior Care Services / Assisted Living Available	13
Site/Building Maintenance Provided	8
Meals / Groceries / Food Service Available	6
Wellness Services / Planned Recreation Activities Offered	4
Transportation (to appointments)	3
Pet Care	1
Hairdresser	1

**Health**

Access to Medical & Health Services	13
Full-time Nurse Practitioner / Doctor	3
Hospital / Ambulance Service	2
Laboratory Services	1

**Amenities**

Gym / Fitness facilities	3
Pool	2
Hot Tub / Sauna	2
Workshop / Art Studio	1
BBQ Area	1

Below is a graphic which shows at a glance the main elements desired by respondents to the survey with larger text indicating larger preference (more frequently mentioned).



To summarize, if we take the top two requests in each category, here is a representative list of characteristics describing a preferred seniors' housing development:

- Close to Community Services / Village Centre
- Access to Parks / Walking Trails/Connectivity
- Garages / Covered Parking / Underground Parking
- Accessible Units / Few Stairs
- Senior Care Services /Assisted Living Available
- Site / Building Maintenance Provided
- Access to Medical / Health Services
- Full-time Nurse/Doctor in the community
- Gym / Fitness Facilities
- Hot Tub / Sauna

## 6 Assessment of Demand Factors

The following summary provides explanation about the relevance of the above data in the context of a new housing development for seniors.





A green indicator means this variable is favourable for a new seniors housing development.






A yellow indicator means this variable is less favourable for a new seniors housing development



A red indicator means this variable is least favourable for a new seniors housing development.

Variable	Explanation	Considerations	Assessment
Population	The resident population of Candle Lake has grown by 46.5% over the last 15 years. Candle Lake’s proportion of growth has exceeded the growth in the District.	<ul style="list-style-type: none"> <li>Candle Lake remains an attractive location for residents which has attracted a large proportion of growth in the popular Lakelands district.</li> </ul>	 <p>Resident interest in continuing to live in Candle Lake is demonstrated by both the meeting attendance and survey participation rate. The number of households considering a move increases annually, with 1/3 of respondents considering a move within 5 years.</p>
Age Profile	The age profile shows a large percentage of residents who are now in their 60’s and thinking about their next housing option.	<ul style="list-style-type: none"> <li>The size of the meeting turnout, when coupled with the survey responses, suggests desire to remain in the community.</li> <li>Most residents are not considering a move before 2024 (only 9% wish to move sooner).</li> <li>In 2024, the number of residents who will be considering a move grows substantially larger (20%) and is expected to continue to grow for several years.</li> </ul>	 <p>The timing is right to begin planning and designing a new housing option in Candle Lake for people aged 55+. Demand is expected to grow beginning in 2024.</p>

Variable	Explanation	Considerations	Assessment
Income	Candle Lake's median and mean (avg.) household incomes exceed those in Saskatchewan by a significant margin.	<ul style="list-style-type: none"> <li>• There is strong income base within the resort village for a new seniors' housing development.</li> <li>• 33% of the average household income is \$33,148 per year available for housing (\$2762/month).</li> <li>• There is likely income sufficient to fund on-site services for seniors.</li> </ul>	 <p>Income does not appear to be a barrier to considering a new seniors' housing development.</p>
Dwelling Types	The resort village of Candle Lake is comprised almost entirely of single-family dwellings.	<ul style="list-style-type: none"> <li>• The lack of housing options is causing concern for many seniors who wish to remain in Candle Lake.</li> <li>• Ongoing maintenance of property is cited as one of the largest reasons why another housing option is being considered (see Community Survey Results)</li> </ul>	 <p>Candle Lake will lose population in the 55+ age category unless there are other options built in the community.</p>
Property Values	Property values in Candle Lake reflect the demand for lake living with high property values.	<ul style="list-style-type: none"> <li>• It is assumed that many seniors will have substantial equity in their home.</li> </ul>	 <p>The equity could be used to finance a purchase or rent a new dwelling within a seniors' community.</p>

The background data indicates that there are no significant barriers or issues preventing the resort village from moving to the next stage and considering a new seniors' housing development at Candle Lake.

## 7 Location Assessment

The location assessment is provided solely to indicate that there are options available which appear to meet the preferences expressed by the survey respondents. This adds to the overall assessment of feasibility. This section looks at two locations which appear to satisfy the location preferences of respondents who offered an opinion on location. The scan was confined to properties owned by the Resort Village. Other options (privately owned sites) may be explored as this project moves to the next stages (expression of interest and pre-design).

Before we look at sites, we need to start with a general idea of the type and form of development which is being considered. In this assessment, we have used the survey results to visualize a development which is favoured by the respondents. The following development is envisaged by respondents:

- Dwelling Group (single site with multiple buildings/dwellings)
- Bareland Condominium – (own the dwelling; % ownership in the land)
- Small bungalows with garages
- Care Home facility (age in place; likely a multiple unit dwelling)
- Common areas with amenities
- 30 – 40 units (to start)
- 2 – 3 acres of land (to start)
- Phased development (allow for expansion)
- Connection to both Village Centre and Community/Recreation Centre

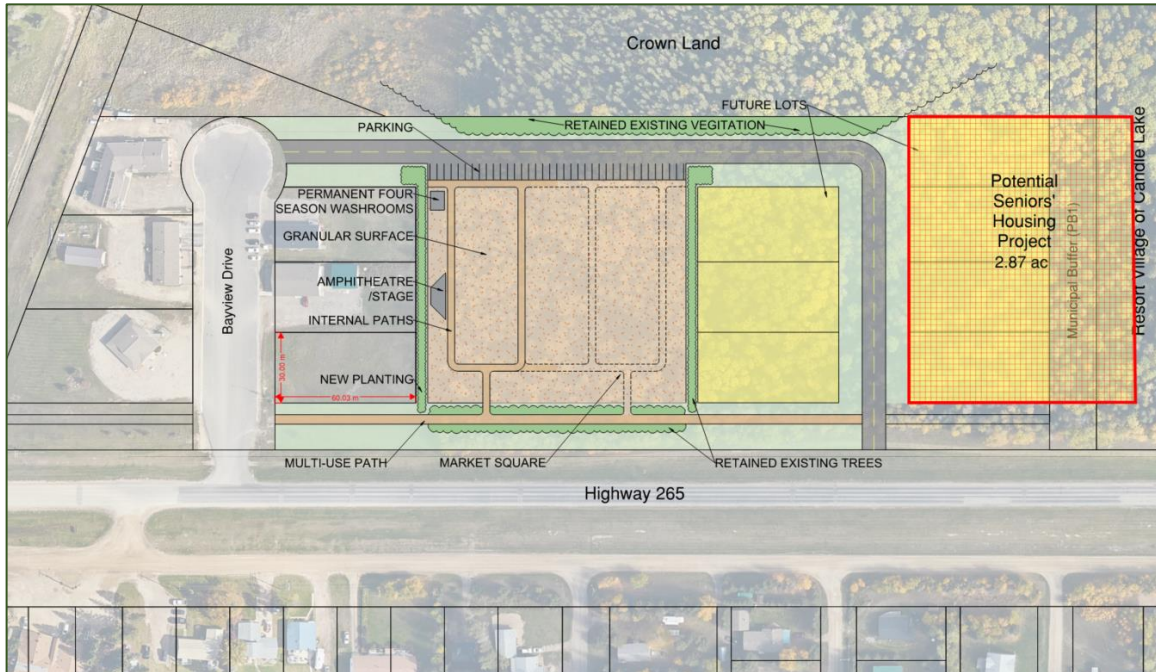
The following map shows two locations which were considered in this assessment. Location 1 is near Bayview Drive adjacent to the proposed 'Village Centre'. Location 2 is a series of subdivided single family lots located along Sunset Way. The map on the following page illustrates these locations.



**Location One**

The Resort Village owns property adjacent to Highway 265 adjacent to Bayview Drive. This area has been the subject of preliminary discussion towards establishing a Village Centre with a Market Square surrounded by development. The graphic below shows what a potential three-acre site might look like if it were located south of the Market Square. A hard surface walking trail could be developed linking the new development to the Community Hall/Recreation Area as shown in green in the graphic above.

The expected residential density of a bareland condominium with multiple small bungalows is approximately 10 to 12 units per acre. A three-acre site would yield approximately 36 independent units. The total number of units could increase if it were comprised of 24 small independent bungalows and 16 assisted care units in a separate multiple unit dwelling.



The location above is zoned C1 – Commercial District which does not permit dwelling groups or multiple unit dwellings. Therefore, a rezoning process would need to be undertaken to accommodate a new dwelling group and multiple unit dwellings.

**Location Two**

The Resort Village owns 24 subdivided residential lots located on Sunset Way. The lots are located across from the Community and Recreation Centre (west side of Highway 265).

The lots are approximately 9,000ft<sup>2</sup> in area (0.21 ac.) each with standard single family lot dimensions. The land is zoned R1 Low Density Residential District and would require rezoning to allow for a dwelling group and multiple unit dwellings.



This assessment shows that in order to create a suitably sized site approximately six (6) of the single family lots would need to be allocated to the project and over 1 acre of Municipal Reserve land would need to be acquired.

A 2.7-acre site could be created and would be sufficient for approximately 20 – 22 independent bungalow units with space remaining for a small care home facility. This location has potential, but is **not as desirable** as Location 1 for the following reasons:

1. The lots were subdivided and intended for one-unit dwellings. Consolidation would need to occur.
2. Rezoning is necessary to accommodate any multiple unit dwellings. This may cause the existing residents on Sunset Way to resist attempts to bring higher density to the area.
3. Residents would need to safely cross the highway to access the Community Hall and Recreation Area. This may require the addition of traffic calming measures on Highway 265.
4. The development is not within convenient walking distance to the Village Centre area.
5. Expansion potential is more restricted at this location.



## 8 Sample Developments

The following developments are intended to identify residential developments which are located in lakeside and resort settings and serve the housing needs of seniors. These are for information only.

### A. Independent Rental - Tamarack Villas (Prince Albert)

<https://meeksproperties.ca/tamarack-villas/>.

These are market rental independent living units with the following features:

- Central Air Conditioning and Heat
- Water
- Washer/Dryer
- Attached Single Car Garage
- Garbage and Snow Removal, Yard Maintenance
- No Property Taxes
- Fridge
- Stove
- Dishwasher
- Over the range microwave



Rents are advertised at \$1,600 per month.

### B. Supportive and Subsidized Housing – Sylvan Lake Foundation (Alberta)

<https://www.sylvanlakelodgefoundation.com/about-us>

The Sylvan Lake Foundation first opened the Sylvan Lake Lodge in July 1966 with the traditional "U" shape that housed 50 residents. Until 1975, the Sylvan Lake Foundation employed a live-in Matron. In 1990, extensive renovations were completed, increasing the size of the rooms but downsizing the number of rooms available to 41. In 2000 another 18 rooms were added.

In 2003 the Sylvan Lake Foundation partnered with Bethany Care Society, the David Thompson Health Region, the Extended Care Society, and the Province of Alberta to provide an "aging in place" facility on the existing land adjacent to the Lodge. The Foundation provides dietary, housekeeping and laundry to the long-term care facility.

### Sylvan Lake Lodge

The Lodge program is a partnership between municipal and provincial agencies providing subsidized housing for senior citizens who benefit from a wellness centered program offering nutritious meals, recreational programs, and the security of having 24-hour staffing.



### Sylvan Manor

Officially opened in 1967 the Manor is a twelve-suite government subsidized self-contained apartment building with a central common area. Each suite is a one-bedroom unit complete with kitchen, living room, bathroom, and storage. There are laundry facilities and allocated parking spots. Rent is charged at 30% of tenant's gross monthly income. Other charges include utilities, telephone, and cable.

Residents come to continuing care referred from Alberta Health Services, after being assessed by a health care professional. Placement in continuing care is done through Transition Services, a division of Alberta Health Services.

### C. Regency Resorts (Kelowna, Vernon, Penticton, B.C.)

<https://www.regencyresorts.ca/>

Full-service, independent, luxury rentals, \$/month varies, but expensive.

The basic package for Northwood rental tenants will come with daily evening meals, transportation, activities, and a 24-hour medical alert service. The public areas will include the kitchen and white tablecloth dining room, fireside lounge with a piano, theatre, book and computer library, activities room with a pool table and shuffleboard, a woodworking shop and spa and fitness facility. Regency likes to provide unique attributes to each of their facilities in Kelowna. For Northwood, there will be a 3,000 square-foot indoor garden in a 20-foot-tall conservatory that is annexed to the dining room. Northwood will also be the first Regency resort with a home winemaking facility. For seniors looking to leave their own home or apartment for a senior's facility is not about giving up independence. You are actually increasing your independence because you no longer have to be dependent on yourself or others for transportation, home maintenance issues, grocery shopping or to maintain a yard. All of that is looked after for you.

**D. Elliot Lake Retirement Living (Elliot Lake, Ontario)**

<https://retireelliotlake.com/>

Affordable Rentals – Apartments, Townhomes, Homes, Lake Living

**D. Crossmount (RM of Corman Park, Sask.)**

<http://crossmountvillage.ca/>

Crossmount’s website indicates it is “designed for active older adults who prefer the peace and quiet of country life, while maintaining easy access to city amenities. A variety of housing styles are currently available including independent orchard homes and country cottages. Orchard homes are two-bedroom homes while country cottages are all one bedroom. Country cottages are available in stand-alone and semi-detached styles. All accommodations boast lovely views and the joy of independent living in a safe aging-in-place environment. Crossmount is driven by a continuum of care philosophy so you can feel assured that aging-in-place is a reality here, regardless of changes in your health. At Crossmount we are committed to keeping couples together and keeping people in their homes. We hope residents will remain active, invigorated, engaged and healthy. If health needs do change, on site in-home health services are available so you can stay in your home and in your community as long as you choose.”



## 9 Needs and Demand Assessment Summary

The results of this needs and demand assessment clearly indicates that **there is quantifiable evidence that a new seniors' housing development would be supported and needed at Candle Lake within 3-5 years.** Several key indicators such as age distribution, income, level of interest and location options provide a sufficient level of confidence to move forward to the next stage. The results indicate further that the level of demand would likely grow over time leading to a second phase, or second project, to be considered within the next 5-10 years.

## 10 Recommendations and Next Steps

There is no need to define this project any further at this stage. It is now time to seek professional builders/developers who would be interested in a seniors housing project at Candle Lake.

This report does not advocate for any specific type of development or location. It is an assessment of demand and market readiness to move towards a new housing development, with the assistance of the Resort Village. The Resort Village has indicated that they would be willing to facilitate the next steps. The next step would be to solicit builders through an Expression of Interest. The Resort Village would assist to ensure the process is fair and transparent.

It was our (Wallace Insights) assumption that since this idea came from the community members, that they would continue to play a role in selecting the location, design, and procurement for a seniors housing development. The next step is **Step 3** identified in **Attachment C**.

## Attachment A - Community Meeting Agenda Hand-Out



### Community Housing Meeting

#### Agenda

October 24, 2022

- 1) Welcome and Introductions (6:30 pm)
- 2) Brief Description of Community-led Initiative (6:35)
- 3) Project Development Steps Overview (6:45)
- 4) Needs and Demand Assessment Description (7:00)
- 5) Review of Survey Questions (7:15)
- 6) Questions & Answers (7:30)
- 7) Meeting Close & Wrap-Up

To complete the survey online (most anonymous option):

<https://www.surveymonkey.com/r/CandleLakeHousing>



### Attachment B – Survey Instrument

## HOUSING NEED AND DEMAND

*Thank you for participating in this survey to help the Resort Village of Candle Lake understand how housing needs may be changing in the community. Survey responses will remain confidential and all data collected through this survey is anonymous. **This survey may be completed online at <https://www.surveymonkey.com/r/CandleLakeHousing>***

1. Do you currently live at Candle Lake?

- Full-Time
- Part-Time
- I wish to live at Candle Lake but do not now

2. How many people live with you?

- I live alone
  - My partner/spouse
  - A caregiver
  - Other (please explain)
- 

3. Is everyone in your home currently 55+?

- No, but I/we will be soon
- No, but at least one person is 55+
- Yes, between 55 and 64 years old
- Yes, between 65 and 74 years old
- Yes, over 75 years old

4. Do you require support services to remain in your home?

- |    |                                |                        |
|----|--------------------------------|------------------------|
| No | Yes                            | Other (please explain) |
|    | Cleaning / light house-keeping | _____                  |
|    | Yard maintenance / snow        | _____                  |
|    | Meals                          | _____                  |
|    | Shopping / errands             | _____                  |
|    | Transportation                 | _____                  |
|    | Personal grooming              |                        |
|    | Health related service         |                        |

5. How soon before you will require / would consider different housing from where you are today?

- As soon as possible
- Within 1-2 years
- Within 5 years
- Some time in the future

6. In your next home, would you prefer to own or rent?

- Own       Rent       Alternative tenure (e.g. life-lease or cooperative)

7. Considering your personal financial situation, how much would you be willing to pay each month for new housing that meets your specific needs?

\$1100      \$1400      \$1700      \$2000      \_\_\_\_\_

8. How does the amount above compare to what you currently pay to meet your housing needs?

- This is more       This is less       This is about the same

9. What form of housing do you believe is most likely to meet your future needs?

- A detached or semi-detached home within a dwelling group  
 A townhouse with direct entry  
 A multi unit dwelling with entry from common / shared spaces (e.g. hall or foyer)  
 Other (please explain)
- 

10. Is there anything else you feel we should know about your housing needs?

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**Please return completed survey** **Mail to:** Wallace Insights  
130 Le May Cres  
Saskatoon, SK S7S 1K9

**Drop off:** Resort Village Office  
#20, Hwy 265  
Candle Lake, SK

## Attachment C – Project Development Stages

### Project Development Steps Overview

*What are the steps to make a housing development a reality?*

Step	What	Who	Note
1	Market Need – Idea Stage	Resort Village Community	There is a growing need for a wider range of housing options for seniors in Candle Lake.
2	Needs and Demand Assessment  (This Report)	Consultant	<ul style="list-style-type: none"> <li>• Quantify the demand</li> <li>• Assess the need</li> <li>• Preliminary market data</li> <li>• Early feasibility assessment</li> <li>• Determination of ‘Go/No Go’</li> </ul>
3	Expression of Interest (EOI)	RV Administration & Community Steering Committee (CSC)	The RV Administration and Council will assist and guide the process to solicit interest from builders who are able to build the seniors housing development. A Community Steering Committee (possibly comprised of the original members of the group who formed the idea) could be formed to assist the Resort Village in the selection process under the EOI.
4	Seed Funding (Optional)	RV Administration	The RV may approach CMHC for funding to start formal business planning. Seed funding for a housing business plan is available if there are 5 units dedicated to affordable (reduced rent) housing.
5	Request for Proposals (RFP)	RV Administration & CSC	<p>A short list of builders can be developed from the EOI process in Step 3 and invited to participate in a Request for Proposal. The RV Administration and Council could support and facilitate the RFP process ensuring it is fair and transparent. Using the Needs and Demand Assessment Results, a detailed housing development plan is required.</p> <p>Details about:</p> <ul style="list-style-type: none"> <li>• number of dwellings,</li> <li>• size of units,</li> <li>• tenure,</li> <li>• location,</li> <li>• site size,</li> <li>• building format,</li> <li>• costs and revenue,</li> <li>• ongoing capital maintenance</li> <li>• timing of development</li> </ul>



6	Pre-Development - Design - Commitment	Builder & CSC	The builder selected in Step 5 would work with the Community Steering Committee to undertake some preliminary design work and generate interest in the community – need renderings to show people.
7	Land Procurement - Land Parcel to be sourced and secured. - Rezoning may be required.	Builder and RV Administration	Land can be secured under an Option to Purchase or outright purchase. Rezoning of parcel may be required and applied for by the Builder.
9	- Subdivision, Servicing, and Development Permits	Builder	Builder will execute all standard development processes.

## APPENDIX A PROPOSAL CONTENT & EVALUATION

The Evaluation Committee will evaluate the Proposal submissions in accordance with this Appendix A.

### A1 PROPOSAL CONTENT

Proposals should include all of the information requested in this Appendix A;

1. Transmittal (Cover Letter)
2. Declaration of Conflict of Interest (Appendix B)
3. Mandatory Proposal Information (see Section 5)
4. Letter verifying Financial Capacity
5. Be clearly marked with the words, “Resort Village of Candle Lake Request For Proposals for Seniors Housing Project” to the email Delivery Address.

### A2 EVALUATION PROCESS

#### A2.1 Evaluation by Committee

Subject to the terms of this RFP, the evaluation will consider whether the Proposal substantially satisfies the requirements of this RFP. Mandatory Information Requirements will be reviewed individually and independently by each Evaluation Committee member. The Evaluation Committee will then meet to review the individual scores and discuss the rationale for scoring. The Evaluation Committee will aggregate scores so that the evaluation reflects the views of the entire Evaluation Committee. The Evaluation Committee anticipates selecting a Preferred Project(s) by identifying the proponents who have achieved the highest aggregate score based on the evaluation criteria below. The Evaluation Committee reserves the right not to disclose any individual or final scores or how they were arrived at to any proponent.

#### A2.2 Disqualification of Proposals

Without limitation, the Resort Village may, in its sole discretion, disqualify a Proposal if it includes a false or misleading statement, claim or information.

#### A2.3 Proposal Evaluation Criteria

Proposal Element	Maximum Score	What we are looking for...
Detailed Description	<b>20</b>	How well does the project satisfy the housing need for seniors as described in the NDA? How detailed is the description (clarity)? Is the proposal well thought out? Is the timing suitable? How strong is the marketing plan to existing residents of Candle Lake?
Site Plan	<b>25</b>	Does the site plan include all the elements listed in Section 5? Are there any value-added elements (ie. garden plots, communal kitchens, community/meeting space/other social amenities?) What is the quality of the landscaping and other site design elements?
Building Elevation Plans	<b>20</b>	Are the dwelling units attractive? Do the units fit within the surrounding environment? Will the design attract seniors?
Dwelling Unit Specifications	<b>30</b>	What is the quality of the units, finishes, materials, etc? What energy efficiency is included? Will the units hold their value? Will they appeal to seniors? What accessibility features are included?
Overall Quality of Submission	<b>5</b>	Level of effort evident to put proposal together.

**APPENDIX B  
CONFLICT OF INTEREST DECLARATION FORM**

**[RFP Proponent's Letterhead here]**

**To: Resort Village of Candle Lake**

**Attention: Brent Lutz, Chief Administrative Officer**

In consideration of the Resort Village's agreement to consider our Proposal in accordance with the terms of the RFP, the Proponent acknowledges that:


...(add declaration here)...

---

## APPENDIX C

### Checklist of Mandatory Information

(use checklist to ensure that all mandatory information is included in proposal)

<b>Mandatory Item</b>	<b>Included</b> 
Transmittal (Cover) Letter	
Declaration of Conflict of Interest (Appendix B)	
Letter Verifying Financial Capacity	
Detailed Description of the Project (see Section 5)	
Scaled Site Plan:	
Lot Layouts (if applicable)	
Dimensions	
Building Footprints	
Setbacks from Property Lines	
Site Amenities	
Location of Parking	
Landscaping and Lighting	
Location for Waste and Recycling	
Location of access and egress	
Pedestrian Circulation (if applicable)	
Composition of Dwellings	
Phasing Sequence (if applicable)	
Building Elevation Plans	
Dwelling Unit Specifications	